



Wildcat District

Summer Internship Program

The Wildcat Extension District is an extension of K-State Research and Extension to provide community education, utilizing research-based information directly to the residents of Crawford, Montgomery, Labette and Wilson Counties. Summer interns will collaborate with district staff to learn about and participate in each of our programming focus areas – agriculture/horticulture, 4H/youth development, health, nutrition & families, and community development – as well as craft and complete their own personal study project during the summer.

Title: Summer Intern

Location: K-State Research & Extension Wildcat District Office – Girard, Independence, Altamont or Fredonia, depending on county of residence

Type: Part-Time/Paid

Start/End Date: Negotiable – preferred scheduled would be 10 to 12-week internship running through August 6 or later if possible.

Compensation: Interns will be paid an hourly wage of **\$16.00**, to be paid monthly. The position is part-time, not to exceed **310 hours total**. Weekly hours depend on the events taking place in a specific week. There will be occasional evening and weekend work required. Internship is non-renewable. Students may also be eligible for course credit for this internship – please check with your academic advisor and request any forms or letters of reference from district staff before the completion of your internship.

Purpose: The Summer Internship provides youth in the Wildcat Extension District an educational opportunity to gain valuable experience working with District Extension Staff and community members. Interns will be exposed to multiple learning experiences enhancing their academic and career goals. The partnerships developed between the Wildcat District Research & Extension Staff, community members served, and the Intern have proven to be beneficial to all involved.

Description: As a member of the Wildcat District Research & Extension Team, the Intern will primarily spend time in the Extension Office assisting with the preparations of summer programming and the county fair. ***Interns are also responsible for working with Agents to identify a project area of interest and need to the district, and independently planning and implementing their own program in their respective county.*** There will also be other smaller tasks to be completed, as directed by the Office Professional and District Extension Agents.

Responsibilities:

- Collaborate with Wildcat Extension District Staff, including agents and office professionals
- Assist with office responsibilities, i.e. answering phone, greeting clientele, organization
- Communicate with community members/clientele in a professional manner
- Maintain confidentiality of office or clientele relations
- Plan and Implement a County Program of interest that will benefit residents in the District
- Assist with District Extension Agent Programs or Events, as needed
- Assist with County Fair Preparations
- Plan and implement a major community events as assigned
- Complete Monthly Board Reports/Timesheets
- Participate in evaluation of internship program, present to District Board of Directors in July about experience and program developed

Qualifications:

- Current College or High School Student
- At least **16 years of age with current driver's license**
- Interested in Agriculture, Food/Nutrition, Families, Youth Development or Community Development
- Good oral, written, and communication/presentation skills

How to Apply:

Interested youth must complete the Summer Internship Application on the Wildcat District Research and Extension web site, www.wildcat.ksu.edu. Submit the application, a resume, and a brief list of dates unavailable to work to your local Extension Office:

Girard Office

120 E. Buffalo Street, Girard, KS 66743

Phone: 620-724-8233 Fax: 620-724-7042

Altamont Office

524 Huston Street, PO Box 39, Altamont, KS 67330

Phone: 620-784-5337 Fax: 620-724-7042

Fredonia Office

Courthouse RM 1, 615 Madison, Fredonia, KS 66736

Phone: 620-378-2167 Fax: 620-724-7042

Independence Office

410 Peter Pan Road, Suite B, Independence, KS 67301

Phone: 620-331-2690 Fax: 620-724-7042