

Greenwood County Extension

Summer 4-H Intern Position Description

About This Role:

K-State Extension (KSE) - Greenwood County is seeking multiple Summer Interns to provide high-quality local and regional 4-H programming to Kansas youth. Educators/Interns will be responsible for planning, organizing, facilitating and teaching lessons to youth with research-based curriculum provided by K-State Extension.

This position is a full-time (up to 40 hours/week), 12-week internship that will run approximately May 18, 2026 – August 8, 2026.

Responsibilities:

- Plan, coordinate, promote, teach, and evaluate educational programs under the direction of the local Extension Agent(s) and state-wide Engagement Leader team.
- Partner with community groups and schools for summer programming; Educators/Interns will supply, plan, coordinate, and teach programs as requested by these partners.
- With help from local extension staff, Educators/Interns will market communications about programs and events through various platforms and communication sources (social media, email, newspaper, 4-H Newsletter, local school districts, libraries, 4-H Clubs, etc.)
- Coordinate and teach Extension programs through 4-H summer camps, day camps, and other youth events through the local extension office.
- Distribute, collect, and report on program evaluations for programs delivered.
- Complete program reports tracking participants engagement in programming.
- Encourage youth and volunteer recruitment in the local 4-H program.
- Participate in professional staff development. (In-person training, weekly Zoom meetings, or others that may become available.)
- Complete other responsibilities assigned by the local extension agent and/or Engagement Leader Team to do with the 4-H grant program.

Why Join Us:

In 4-H, we believe in the power of young people. We see that every child has valuable strengths and real influence to improve the world around us. We are America's largest youth development organization —empowering nearly six million young people across the U.S. and over 74,000 youth in Kansas with the skills to lead for a lifetime. For more information about us, please visit <http://www.kansas4-h.org/> and www.ksre.k-state.edu.

What You'll Need to Succeed:

Minimum Qualifications:

- Requires a high school diploma or equivalent.
- Must be a legal adult; 18 years of age.
- Work experience with youth and/or educational or leadership background.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media and social media.
- Possess computer skills including email, internet, and Microsoft Office Programs.

Preferred Qualifications:

- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Experience working with a variety of audiences.

Other Requirements:

- Requires a valid driver's license, proof of vehicle insurance, reliable transportation, and a willingness to travel in-state to achieve program objectives, including night and weekend events.

How to Apply:

Please submit the following documents:

1. Letter of interest – *expectations for the role, relevant information about yourself, and why you are a good fit for the position*
2. Resume
3. Schedule – *days and hours you are available*

Documents may be submitted in person at the Greenwood County Extension Office (311 N. Main St., Suite 7, Eureka, KS 67045) or emailed to alisha32@ksu.edu

Screening of Applications Begins:

Immediately and continue until positions are filled. For best consideration, apply by April 29, 2026. Selected applicants will be interviewed the evening of May 4, 2026.

Anticipated Hiring Salary Range:

\$17.00 / hr

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

Background Screening Statement:

In connection with your application for employment, Greenwood County Extension will procure a background check on you as part of the process of considering your candidacy as an employee.

Work Authorization:

Applicants must be currently authorized to work in the United States at the time of employment.