

Jones County Extension Intern

Location: Jones County, NC

Program Area: 4-H Youth Development

Immediate/Site Supervisor: Samantha Bennett

Other Mentors and Supervisors: Jacob Morgan

Position Description/Responsibilities:

Jones County Center is seeking a passionate and motivated Summer 4-H Intern to join our dynamic team for the 2025 Summer season. The 4-H Intern will assist with planning, coordinating, and delivering a variety of 4-H youth development programs and activities. The Intern will also have the opportunity to support other Extension Agents in their respective program areas as needed.

Primary Responsibilities:

- Assist in organizing and implementing 4-H summer programs, camps, and events for youth participants
- Help plan and coordinate workshops, recreational activities, and community service projects aligned with the 4-H mission
- Collaborate with Extension agents and local volunteers
- Participate in planning and facilitating educational sessions on topics such as leadership, STEM, agriculture, healthy living, and civic engagement
- Support and supervise 4-H youth participants during events and activities
- Encourage and mentor youth to develop leadership, teamwork, and problem-solving skills
- Promote a positive and inclusive environment, ensuring a safe and welcoming space for youth to learn
- Assist with promoting 4-H programs through social media, local outreach, and community partnerships
- Help prepare materials, presentations, and promotional content to attract new youth and families to the 4-H program
- Attend local events and represent 4-H to the community, raising awareness of program opportunities and services
- Help with data collection, participant registration, and program evaluation to assess program success
- Maintain records of events, activities, and outcomes
- Assist with day-to-day office tasks as needed; prepare educational resources and manage supplies

Preferred Qualifications/ Previous Coursework:

- Coursework in youth development or related fields; experience with children preferred
- Ability to work effectively with diverse populations and under-served communities
- Ability to work independently or as a team
- Proficiency in MS Word, Excel, Google, etc.
- Strong oral & written communication skills
- Ability to network with community partners
- Experience and knowledge in mass media, marketing, and presentations
- Ability to travel and work after-hours and weekends if needed

Benefits/Skills student will gain through this internship:

Youth Development and Mentoring:

Leadership and problem-solving skills
Communication and Interpersonal skills
Youth curriculum instruction experience
Public-speaking

Program Planning/Event Management:

Event coordination/time management
Curriculum development and creativity

Community Outreach and Marketing:

Public relations
Collaboration with partners
Media content creation and management

Administrative/Organizational Skills:

Data management
Record-keeping

Outdoor and Field Skills:

Adaptability
Safety and risk management
Real-world extension work experience