



Extension Service – Klamath County
Oregon State University
6923 Washburn Way
Klamath Falls, Oregon, 97603

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oregonstate.edu/dept/kbrec

Position: 4-H Youth Development Program Intern

Summary: Assist the 4-H educational team with summer programming to prepare for the fair. Through hands-on experience, the intern will learn about working with youth in a camp-style setting, prepare paperwork to help advance the 4-H program, organize supplies and equipment and managerial office skill working with the public. For this position, one must have experience working with 4-H or FFA.

Primary Responsibilities:

- Assist the staff in preparing and delivering learning activities for Cloverbud Camp, Garden Camp and weekly Small Animal Clinics.
- Create and prepare materials for youth summer programs.
- Be able to work with a 4-H record book.
- Assist with set-up and clean-up of Small Animal Clinics once a week.
- Organize supplies and equipment in preparation to move to the Klamath County Fairgrounds for fair.
- Assist with office skills such as phone operations, working with the public and computer functions such as email, Facebook, Word and Excel.

Required Skills and Qualifications:

Experience working with 4-H or FFA
Responsible and Timely
Willing to learn
Attention to detail
Understanding working with youth and the public

Expected Hours:

25-30 hours/week

Student Can Expect:

Experience in a hands-on work environment
A variety of daily tasks and situations
Gain experience in communication and office operations
Practice working with youth of all ages in different learning environments