



**Oregon State University**  
Extension Service

Oregon State University Klamath County Extension  
High School Internship Position  
**Klamath County Extension-Support Staff Intern**

The Klamath County Extension office conducts research and shares research-based education to improve economic vitality and promote personal and environmental health. Extension faculty, staff, and trained volunteers work alongside local partners to provide educational workshops, activities, and services tailored to the unique industries, natural resources, and people in our communities.

**Internship Summary:** Assist Front Office and Program Staff through the summer with preparing for and delivering community education presentations and workshops. Intern must be willing to work in a variety of roles. Through hands-on experience, the intern will work with current staff to facilitate faculty's delivery of community projects.

**Primary responsibilities:**

- Preparing supplemental and instructional materials for classes and workshops
- Workshop set-up and facility preparation
- Help with delivery of on-site programs
- Projects assigned by the Front Office staff

**Areas of learning opportunities:**

- Multi-tasking and working in a team oriented environment
- General administrative functions in an office setting
- Education and service delivery to community families and youth
- Horticulture, Agriculture, and Nutritional programming and research

**Desired Skills/Qualifications:**

- Excellent interpersonal skills
- Ability to work quickly and efficiently
- Work well with others
- Excellent communication skills
- Ability to multi-task
- Problem solving
- Self-motivated
- Dependable
- Detail-oriented
- Fast learner

**Expected hours:**

- 25-30 hours/week

**Student can expect:**

- Be prepared to learn!
- Experience in a hands-on work environment
- To gain experience working as a member of a team