KANSAS STATE UNIVERSITY | Extension Pawnee County

Summer Enrichment Program Intern Educator Position Description

About This Role:

K-State Extension (KSE) Pawnee County is seeking two Interns to serve as Youth Development Educators within the Kansas 4-H Summer Enrichment Program to provide high-quality local and regional 4-H programming to Kansas youth. 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 17, 2027 – August 7, 2027. Interns will travel and have an overnight stay for the required state-wide internship training May 25-27, 2027.

Responsibilities:

- Plan, coordinate, promote, teach and evaluate educational programs under the direction of the local Extension Agents and state-wide Engagement Leader team.
- Partner with community groups and schools for summer programming; Educators will supply, plan, coordinate and teach programs as requested by these partners.
- With help from local extension staff, Educators 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 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.

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What You'll Need to Succeed:

Minimum Qualifications:

- Requires a high school diploma or equivalent.
- Must be a legal adult by date of employment; 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 and 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 to Jacy Buchholz at jacylb31@ksu.edu or the Pawnee County Extension Office:

1. K-State Summer Enrichment Program Intern application
2. Letter of interest addressed to Pawnee County Extension
3. Resume
4. Email subject: "Internship Application"

Screening of Applications Begins:

Immediately and continue until positions are filled. For best consideration, apply before/by January 20, 2027.

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, Pawnee 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.

For more information, contact Jacy Buchholz at 620-285-6901 or jacylb31@ksu.edu.

Pawnee County Extension Office is located at 715 Broadway, Room 6, Larned, KS 67550.