**Cabarrus County 4-H**

**Summer Internship**

 **Role Description**

**Major Objective:**

Organize, plan and implement summer programming to include Junior & Cloverbud leaders.

**Major Responsibilities:**

Teaching Assistant may supervise and give feedback to Cloverbud Leaders during Summer Fling programs.

Teaching Assistant may lead a group session at 4-H Afterschool Summer Fun Days for Kids:Plus

Teaching Assistant will be expected to:

 Organize

 Maintain set office hours

 File registration papers

 Collect & compile evaluation data

 Planning & Preparation

 Plan and prepare for at least three complete summer days as assigned

 Assist with setup & cleanup of other days as assigned

 Maintain set prep hours

 Implementing

 Implement at least three complete summer day camps as discussed

Teaching Assistant will be able to observe and assist 4-H staff with other associated programming.

Teaching Assistant will NOT

* deal with payments or purchases associated with camp
* transport youth

**Qualifications:**

* All applicants will need to complete a satisfactory face to face interview with 4-H Agent.
* Must have reliable transportation
* Must have flexible scheduling to attend trainings and summer programs.
* Prior experience working with youth is preferable, but not necessary.

**Payment Schedule: (pending approval from county)**

* $500 - 50 hours minimum/assist 1 cloverbud week/teach 1 class
* $1000 stipend - 100 hours/ assist 2 cloverbud weeks/ teach 2 classes