



## Cornell Cooperative Extension Intern

### Role and Responsibilities:

Assist in the coordination and implementation of the Putnam County 4-H Fair including:

- Marketing and promotion
- Recruitment & Coordination of 4-H Fair volunteers
- Coordination of Fair Entry System
- Extensive phone work
- Preparation of written materials and correspondence.
- Assist with and/or chaperone 4-H youth at various 4-H Fair events/activities.
- Assist with other duties as assigned.

### Qualifications and Education Requirements:

Must be currently enrolled in high school or college or graduate level

Specific majors, coursework or backgrounds that would be helpful to this work

Event Planning

Teaching / Youth Development

Marketing / Communications

### Preferred Skills:

Cornell Coop. 4-H Interns must be exceptionally organized and be able to multi task. Interns must demonstrate excellent communication skills and feel comfortable working with individuals of all ages. Interns must have good computer skills and be comfortable using social media tools.

**Department:** Cornell Cooperative Extension

**Location:** Terravest Corporate Park, 1 Geneva Road, Brewster, NY 10509

**Salary:** High School Student \$8/hr.  
College Student \$9/hr.  
Graduate Student \$10/hr.

**Schedule:** 35 hours/week for 6 weeks

**Supervisor:** Dena Altavilla

