



## Cornell Cooperative Extension of Putnam County

### 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 & purchasing of supplies and materials; direct contact with vendors
- Assisting with generating donations of goods and services for the fair
- Coordination of Fair Exhibit Entry System
- **Extensive phone work**
- Preparation of written materials and correspondence.
- Providing overall event management assistance before, during and after the fair.
- 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:

- Must be exceptionally organized and be able to multi-task
- Excellent communication skills
- Good computer and phone skills
- Comfortability working with individuals of all ages
- Be comfortable using social media tools

**Department:** Cornell Cooperative Extension

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

<b>Salary:</b>	High School Student	\$9/hr.
	College Student	\$10/hr.
	Graduate Student	\$11/hr.

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

**Supervisor:** Dena Altavilla

