

**Walla Walla County
Position Description**

JOB TITLE: 4-H STEM Intern

DEPARTMENT: Extension Office

REPORTS TO: WSU Extension Director

PAY GRADE: \$14.00 per hour, temporary position, not to exceed 69 hours per month, not to exceed 200 hours.

JOB SUMMARY: Provides 4-H Science, Technology, Engineering, and Mathematics (STEM) programs in out-of-school settings., uses Microsoft Office programs, and supports 4-H events and activities. 4-H Youth Development is a “life-skills program” for school-age youth. 4-H teaches valuable skills to youth through interest-driven, hands-on activities, and community involvement. The Intern will assist with developing, strengthening and delivering youth development programs emphasizing 4-H STEM in out-of-school time settings to ensure that children and youth (ages 6-18) have the tools and opportunities that will lead to graduation from high school and preparation for entering the workforce while developing their interest in STEM. Out-of-school time settings include but are not limited to afterschool, libraries, summer programs, day camps, community partner events during the day, afterschool as well as evenings and weekends.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Provides Afterschool/Out-of-School STEM programming to elementary and middle school youth.
- Expands community awareness of the 4-H Youth Development Program.
- Assists with planning and coordinating educational 4-H Science, Technology, Engineering, and Math (STEM) programs to youth in out-of-school settings.
- Assists with leading and instructing engaging research-based STEM education programming.
- Helps to coordinate 4-H’s participation in community events and community-wide service projects; including staffing promotional booths and interacting with the general public
- Prepares written materials including but not limited to brochures, flyers, and press releases for schools, the general public, and volunteers.
- Maintains active contact with newly recruited 4-H STEM volunteers.
- Works in partnership with volunteer advisory board (4-H Council).
- Informs community partners and volunteers the objectives of the 4-H Positive Youth Development program, and site-specific objectives.
- Manages STEM equipment.
- Performs clerical duties related to the preparation, dissemination, and inventory of all forms of information including STEM kits.

EXAMPLE OF DUTIES:

- Prepares curriculum and equipment for classrooms.
- Engages youth in hands-on STEM programming (training and curriculum provided).
- Assists with conducting evaluations regarding the impact of programming.
- Creates and updates promotional products using Microsoft Office to share numbers and impacts with 4-H staff.

- Supports event functions including seminars, meetings, recognition ceremonies, fairs, conferences, and programs

EQUIPMENT TO BE USED: Operate a variety of office machines and equipment including computers (PC, internet, and intranet), scanner, printers, fax, folder, and copier. Utilize a variety of computer software including Microsoft Office, science kits [LEGO Robotic Kits (including expansion kits), Drone Kits, Solar Kits] sewing machines, lab experiments, and tools. Training will be provided.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Service programming takes place at the WSU Extension office as well as in school, libraries, and/or community-based organizations. Programming also may include enrichment field trips in the host site community and surrounding communities. Work is most often performed in the usual office or classroom environment. Physical abilities required for this position are typically related to office operations including, manual dexterity and visual acuity to operate personal computers and other office equipment, access filing system, and have sufficient hearing and speech ability to communicate verbally. Ability to lift equipment weighing up to forty (40) pounds.

KNOWLEDGE AND ABILITIES:

- Self-starter with the ability to multi-task and work independently.
- Must possess the ability to express ideas clearly and concisely orally and in writing.
- Ability to understand procedures and policies.
- Interest in working with youth
- Basic knowledge of office methods and equipment.
- Ability to work in a fast-paced environment.
- Ability to understand and follow written and oral instructions.
- Ability to be a team player and work independently if needed.
- Ability to multitask and keep accurate records and file correctly.

EDUCATION AND EXPERIENCE: Enrolled in an institution of higher education.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Valid driver's license required. Must have the ability to attend meetings, events, and workshops outside of regular work hours. Must have good communications skills in answering phone and assisting walk-in customers. Must possess computer skills, including internet use and Microsoft Office.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

How to Apply:

Send a resume and cover letter to:

**Walla Walla WSU Extension Office
Attn: Debbie Williams
328 W Poplar
Walla Walla, WA 99362**

Or email: dmoberg@wsu.edu