N.C. Cooperative Extension
NC State University
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# Wake County Extension Intern

**Location:** Wake County
**Program Area:** 4-H Youth Development,Community and Rural Development
**Immediate/Site Supervisor:** Sheneika Simmons
**Other Mentors and Supervisors:** Katherine Williams, Keitra Johnson, Ruth Sutherland, Carlos Moses, Charlenzo Belcher, Beverly Schieman

## Position Description/Responsibilities:

The 4-H Program Intern will support the development, coordination, and delivery of youth programming throughout Wake County. Responsibilities include, but are not limited to:

- Assisting with 4-H program development, planning, coordination, and facilitation, including camps, special activities, workshops, and other youth-focused events.
- Supporting 4-H club engagement by helping lead activities, speaking at meetings, and facilitating youth-learning experiences.
- Supporting the Wake OST Network initiative by locating, developing, and improving resources and opportunities that benefit out-of-school time (OST) professionals and families in Wake County.
- Supporting the planning, coordination, and facilitation of professional development opportunities and trainings for volunteers, partners, and community organizations.
- Assisting in identifying, building, and maintaining partnerships with local schools, community groups, and youth-serving organizations.
- Supporting volunteer recruitment, onboarding, and training efforts.

## Preferred qualifications/previous coursework:

- Dependable, self-motivated, and able to work both independently and collaboratively.
- Strong communication, leadership, and organizational skills.
- Experience working with diverse populations, especially in educational, recreational, or youth-development settings.
- Interest in program planning, facilitation, and community engagement.
- Interest or background in community engagement, nonprofit work, or public service.
- Basic skills in data entry, database management, or tracking program information.
- Comfortable using tools such as Microsoft Office, G-Suite, Adobe, Canva, or similar platforms.

## Benefits/skills student will gain through this internship:

- Hands-on professional experience working in youth development and community engagement.
- Experience in program planning, facilitation, partnership building, and volunteer coordination.
- Strengthened communication, leadership, and organizational skills.
- Exposure to Extension programming and real-world community development work.

## Additional Information

The Wake County Center is unique in that the intern will work across multiple subdivisions to support diverse programming needs. This internship is primarily in-person; however, there may be occasional opportunities for remote work depending on project needs. Some travel within the county may be required for community events, meetings, and 4-H programming.

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