

Student Intern: 4-H Youth Development

Cuyahoga County

POSITION: This is a 20 hr./wk. Student Position for the Youth Advocacy and Leadership project with OSU Extension (OSUE) in Cuyahoga County. OSUE's main office is located at 12200 Fairhill Road Cleveland 44120, however, much of the work and educational programming for each position will occur at a variety of locations throughout Cuyahoga County. Applicant must have personal transportation. Positions will work under the direct supervision of OSUE Educators/Program Staff. Position will start on/around January 1, 2019 and conclude on December 31, 2019. Contingent upon funding, it is possible for the position to be extended.

PAYMENT: \$15.00 per hour stipend; Travel reimbursed at University approved rate – must provide own transportation and be able and willing to travel regularly throughout Cuyahoga County.

FUNCTION STATEMENT:

Provides support to the Extension office in Cuyahoga County by assisting with the development, implementation, and evaluation of positive youth development activities in an urban environment, with an emphasis on leadership, advocacy and service learning in collaboration with a broad network of diverse community partners, youth and volunteers. Position will work under the direct guidance and supervision of the Youth Advocacy and Leadership Coalition Program Manager.

ESSENTIAL JOB DUTIES:

- Assists with facilitating community-based educational programs and activities for youth based on the 4-H model and under the direction of the Program Manager in urban schools, churches, recreation centers, etc.
- Identifies, orders and prepares all program supplies and materials.
- Performs a wide variety of administrative duties, including general record keeping, data entry, submitting information for required reports, documenting progress against anticipated outcomes, and creating social and print media.
- Serves as a member of the local Extension 4-H Youth Development unit; Participates as an Extension Cuyahoga County team member by participating in All-Staff conferences, professional development opportunities, and the like.



MINIMUM QUALIFICATIONS:

- Education- Bachelor's degree or pursuing a Bachelor's degree
- Experience volunteering or working with youth in an urban environment highly preferred.
- Technologies/Skills- Computer literacy in basic software applications required (e.g. Word, Excel, PowerPoint).
- Demonstrated ability to communicate effectively to diverse audiences in both written and verbal formats.
- Demonstrated ability to work independently with minimal supervision.
- Ability to work a flexible schedule, including some evenings and weekends.
- Ability to travel throughout the county using personal transportation; Employee will be reimbursed at the University-approved mileage rate.

This position is temporary and grant funded.

To Apply: Submit a resume and cover letter to empoweryouthcuyahoga@gmail.com. Application deadline is 5:00 p.m. on November 2nd, 2018.