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Shawnee County

K-State Research and Extension News

1740 SW Western Avenue
Topeka, KS 66604
Phone: 785 232-0062
Fax: 785-232-0093

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Shawnee County Extension Council

Position: 4-H Summer Intern (440 hours)

Under general supervision, this position provides program support to the 4-H Youth Development Program through management and implementation of short-term and single event summer educational programs and through event support at the Shawnee County Fair.

This position will work hours between 8am-5pm Mon-Fri and some evening and weekend work as needed.

The Extension Council is your employer. The Executive Board delegates supervision to the County Extension Director. Your immediate supervisor is the 4-H Youth Development Agent.

I. Major Responsibilities

A. Program Management: 90%

The summer intern position is to provide educational programming at a variety of locations across Shawnee County. Target audiences for these programs are K-8th grade students. Curriculum and programs will be provided by the 4-H Agent for the intern to use. You will select topics to teach, deliver programs directly to the youth in attendance, and be responsible for tracking demographic data, developmental outcomes, and reporting program data in the PEARS reporting system.

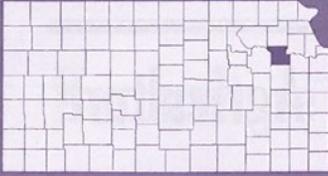
B. Event Coordination: 10%

Help prepare for and put on the Shawnee County Fair by organizing needed supplies, materials and handouts, gathering or purchasing supplies, preparing necessary forms and paperwork, assist with set-up and tear down. There will be an opportunity to provide an education program at the fair for Pre-K students.



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This position will provide educational programs and materials to all people of Shawnee County without regard to race, color, religion, national origin, sex, age or disability. K-State Research and Extension also believes in the principles of diversity, equity and inclusion because we know that human differences enrich our lives, work and communities. **We embrace our responsibility to be a resource for all, regardless of their cultural, ethnic or economic background.**

II. Machinery or Equipment Used in Job

Computer	Copy Machine
Digital Camera	

III. Minimum Qualifications

- Must be at least 18 years of age
- Knowledge and/or experience working with the K-12 youth.
- Communicate effectively, both orally and in writing, using the English language. Proficient in spelling, grammar and basic math.
- Operation of various office equipment
- Be able to work independently but also be a team player, prioritizing assignments and problem solve.
- Must have a valid Kansas driver's license. This position does require driving an office vehicle.

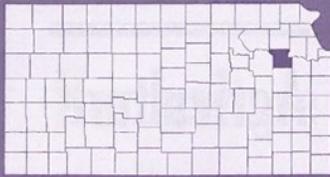
IV. Preferred Qualifications:

- Experience teaching youth



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Hours and Compensation

The work schedule will be 40 hours a week 8am-5pm Monday through Friday between the dates of May 18th-August 8th, 2026. At times during the internship some of those hours will be worked for night meetings or weekend events.

Pay is \$15-\$17/hour with no paid leave or benefits.

Application Procedure

Individuals interested in applying should submit the following documents electronically to Grace Wiens, 4-H Youth Development Agent, at wiensg@ksu.edu. Paper applications can also be mailed to the Extension Office at: 1740 SW Western Ave, Topeka, KS 66604 to the attention of Grace Wiens.

Cover Letter

Application for Employment

Current Resume (optional and not a substitution for Application for Employment)

A position offer is contingent on a successful pre-employment criminal background and driving record check. A Background Check Request form will be provided to the successful applicant following the offer of employment.

For best consideration, please submit applications by March 13th. Candidate interviews will be held the following week. Questions regarding this position should be directed to Grace Wiens, 4-H Youth Development Agent, at 785-232-0062 ext. 120.



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