



NDSU Extension Service Intern as a Camp Counselor

Summer 2016

Work with 4-H and youth related programs in a camp setting through employment with the NDSU Extension Service.

NDSU EXTENSION
SERVICE

Location:

North Dakota 4-H Camp,
Washburn, North Dakota

Time Frame:

The internship tentatively runs May 23–August 20. Additional time may be added to include an internship working in a county extension office. Dates will be confirmed by the application deadline.

Application Deadline:

April 1, 2016

Positions will remain open until suitable candidates are hired. To assure review, letter of application, resume, and unofficial transcripts must be received no later than April 1, 2016. Applicants will be notified no later than April 10, 2016.

Direct questions to:

Adrian Biewer
4-H Youth Development
Specialist
adrian.biewer@ndsu.edu

NDSU is an EEO/AA-MF/
Vet/Disability Employer

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to: Vice Provost for Faculty and Equity, Old Main 201, 701-231-7708 or Title IX/ADA Coordinator, Old Main 102, 701-231-6409. This publication will be made available in alternative formats for people with disabilities upon request, (701) 231-7881.

Position Information

Working under the supervision of an Extension Service 4-H Youth Specialist, and in concert with Extension staff present at camp, the intern will act as a camp counselor and will have the following responsibilities:

- Assist Extension Service staff in developing and implementing research-based educational programming in camping for youth ages 5-18. The camping program is held at the newly renovated North Dakota 4-H Camp located near Washburn, ND. Work hours are based on the camp schedule for the season and other uses of the facility. Requests for leave or time off may be available with prior approval.
- The intern may choose to include additional time working in a county extension office. This option may require travel connected with official duties, including attendance at evening and weekend meetings, participation in out-of-county events.

Qualifications

1. Completion of at least two semesters of undergraduate college coursework (achieved at least sophomore status by the 2016 fall semester). Suitable academic majors would include food and nutrition, child development, agriculture, education, psychology, community development, sport/recreation or other related disciplines. Applicants from any accredited college or university are welcome to apply. Preference will be given to applicants who have declared Extension Education as a minor and possess at least a 2.5 GPA. Other qualifications to address in your application letter include:
 - Demonstrated ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
 - Experience in working with youth, adults, groups and co-workers to accomplish individual and/or group goals, as evidenced by college and/or community activities.
 - Ability to utilize electronic communication and computer applications within the framework of program development, delivery and management.
 - Must be a self-starter who can work with a minimum of supervision.
 - Familiarity with and commitment to working with adults and youth from various ethnic and socio-economic backgrounds.
2. CPR and first aid certification is required and training will be provided if needed. Lifeguard certification is desired but not required.

Salary and Benefits

1. Salary is calculated on a base pay plus room and board is provided at the camp.
2. Work injury benefits under the Worker's Compensation Act.
3. With previous approval, reimbursement for work-related travel during the course of the internship is provided. Travel to/from the camp is the intern's personal responsibility.

How to Apply

Send letter of application, resume, and unofficial copies of college transcripts to:

Adrian Biewer, 4-H Youth Development Specialist
NDSU Center for 4-H, PO Box 6050, Dept 7280, FLC 219, Fargo, ND 58108-6050

Applications can be mailed to: adrian.biewer@ndsu.edu

A one-page letter of application should include a brief statement about meeting the qualifications and why you have an interest in this internship.

Your resume should include the following information:

1. Name, home/college address, telephone number, and email address.
2. Copy of a college transcript which includes dates attended, degrees earned or anticipated graduation date, major for each degree.
3. Work experience: List beginning with the present employer, including the dates of employment, names, addresses and telephone numbers of employers, and a brief description of work.
4. College related organizations or activities.
5. List three names of people familiar with your work including college instructors or employers. Include their mailing addresses and phone numbers.
6. Indicate your desire regarding the option of additional summer employment as an intern in a county office and a list of the top four North Dakota counties that you are willing to be located for the county-based portion of the internship.