

**Position Title:**

UC Intern F: 4-H Youth Mentoring Program

**Position Location and Logistics:**

Wayne County

- Internship time-frame is May-August, 2011.
- Internship pay is \$11.25 per hour. Interns may work no more than a total of 400 hours.
- Intern must be a current MSU student (registered for Spring Semester 2011 and attending in Fall Semester 2011).

**Position Functions:**

In concert with the 4-H Extension Educators and Program Associates, assists with the coordination, planning, organization and implementation of The Wayne County 4-H Mentoring Program for Michigan State University Extension. This position will also assist with program development and evaluation requirements.

- Develops a community resource manual and completes referrals for mentees and families
- Assists with the planning, development, organization, implementation and evaluation of the mentoring program.
- Assists with the implementation of learning experiences for program participants through workshops, activities and annual events.
- Assists with program development, promotion, recruitment and evaluation activities. This includes the identification of fundraising activities and marketing campaigns.
- Assists with data gathering and evaluation requirements.
- Assists with implementing, interpreting and updating program standards and guidelines.
- Prepares and maintains accurate, required program records and reports in a timely manner

**Desirable Skills and/or Experience**

Knowledge and at least one year of experience in youth development or mentoring; valid Driver's License and appropriate automobile insurance, intermediate computer operation skills (e.g. Microsoft Word, Excel, etc.).

**For additional information about this specific internship contact:**

Kea Boyd

[knboyd@anr.msu.edu](mailto:knboyd@anr.msu.edu)

313-833-3419

**Do not apply to the above contact.**

**To Apply:**

Submit cover letter and resume/CV electronically by March 4 to:

Robin Rennie

[rennier@msu.edu](mailto:rennier@msu.edu)

Please make the subject line the position title.