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
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
Please make the subject line the position title.