



## JOB DESCRIPTION

<b>Job title</b>	<i>Ag Education Center Intern</i>
<b>Reports to</b>	<i>Nicole Groff- Director of Ag Education</i>

### Job Purpose

The Ag Education Center Intern is responsible in coordinating and facilitating the Ag Education Center for the York State Fair.

### Duties and Responsibilities

The essential functions and duties may include, but are not limited to the following:

- Reach out to community supporters for additional involvement in the Ag Education Center.
- Work with internal staff on new ideas for the Ag Education Center.
- Build relationships with FFA and 4-H Members.
- Create a detailed schedule for pre-Fair, Fair, and post-Fair. Including set up, day-to-day activities, and clean up/tear down.
- Researching innovative ideas in the agricultural field.
- Managing Ag Education Center volunteers.

### Qualifications

- Must have previous Ag background, in either 4-H, FFA, or other affiliated programs/organizations.
- Ability to communicate internally and externally effectively, both written and verbal.
- Ability to organize and manage multiple priorities, ensuring deadlines are met.
- Must work effectively with Senior-level executives and staff; must also be able to work independently.
- Must be able to create a methodical, long-term schedule.
- Must have strong interpersonal skills and good judgment and be capable of communicating with a diverse range of individuals.
- Excellent computer skills including experience in MS office applications.
- Represent strong customer service/support orientation, and the ability to maintain confidential information.
- Must be able to lift minimum of 25lbs.

### NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instruction requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than "at will" relationship.