

## Saline County Extension Job Description

Position: 4-H Internship

Last Revised: 2/28/2025

Job Status: Non-Exempt/Full-Time Temporary

Reports To: Ingrid Lindal, Lead Educator

Supervisory Responsibilities: None

### I. General Functions

This position is responsible for all duties related to the functions of the Saline County Extension Office, including, but not limited to, administrative and programming tasks primarily focusing on 4-H. Other focus areas may need assistance including but not limited to, water and cropping systems and early childhood. The position is a temporary, full-time position based on a summer internship focusing on needs related to the Saline County Fair and other programs assigned within the summer timeframe.

Work involves assistance with 4-H and other Extension programming and helping staff with day-to-day tasks including administrative duties. The Saline County Fair will be a main highlight of the position as the intern will help with show and contest preparation and administration of specific event planning at the directive of staff members. The applicant should expect to enjoy a diverse set of experiences in different working environments.

### II. Essential Duties & Responsibilities

- Assist staff in any way necessary to keep programming efforts strong.
- Support Extension staff with day-to-day tasks including but not limited to mailings or similar administrative work.
- Help maintain appropriate office facility appearance.
- Participate in staff meetings and similar opportunities as deemed necessary.
- Confidently use computer and software for tasks involving word processing and event planning. (e.g. Word, Excel, Canva, electronic payroll system, etc.)
- In various capacities, assist with youth programs such as 4-H camp, workshops, contests and related attractions.
- Perform other tasks as necessary with an “all-hands-on-deck” mentality during the peak busy season for the Extension Office.

### III. Required Knowledge, Skills, & Abilities

- Polished oral and written communication skills are essential.
- Applicants must have excellent interpersonal skills and enjoy working with a variety of people, maintaining strong people skills as well as having polished communication skills is essential to the role.
- Maintain a positive image for Extension and 4-H.
- A 4-H or Extension background is preferred.

### IV. Minimum Qualifications

- Must be eligible to work in the United States.
- Maintain a valid driver’s license and be at least 18 years of age with a reliable source of transportation.
- Polished oral and written communication skills are essential.

#### V. Working Conditions and Schedule Expectations

- This position is a temporary position, with the expectation that most weeks would include a work schedule up to 40 hours/week. More hours during busy periods, such as the Saline County Fair, are expected. Normal working hours may be outside the typical 8:00 am to 4:30 pm shift including evenings and weekends. This temporary position would be filled from the beginning of June to the first week of August. There is flexibility on start and end dates. The position is not telework or remote work eligible.
- Please note that this position could have outdoor programs exposing the individual to elements such as heat, humidity, and animals of various types.

#### VI. Application Information

- **Applications are due April 3rd, 2026 by 5:00pm, via e-mail, mail, or by physically dropping off to the Saline County Extension Office. Please e-mail applications in PDF form to:** [ilindalchavarria2@unl.edu](mailto:ilindalchavarria2@unl.edu), mail applications to UNL Extension in Saline County (PO Box 978, Wilber, NE 68465), or drop off printed applications to the Saline County Extension Office (306 W. 3<sup>rd</sup> Street, Wilber).
- Questions regarding the position or application may be directed to the Extension Office at 402-821-2151.
- Applications are required to include the following:
  - Completed application (application can be found at <https://extension.unl.edu/statewide/saline/2026-saline-county-summer-intern/>)
  - Resume including 3 references
  - Cover Letter outlining 4-H experience and other skills related to this position

#### VII. Other Job Details

- Pay is \$16 per hour.
- Personal vehicle mileage reimbursement is provided for work-related duties off-site.
- Applicant must be available for work specifically during the Saline County Fair including pre-fair and post-fair activities, July 13-21, 2025.
- No health insurance is offered.
- Payroll will occur biweekly via direct deposit.
- Social security, state income tax, and federal income tax will be automatically withheld from paychecks.

Saline County Extension assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity, sexual orientation, or any other prohibited basis of discrimination, as provided under applicable state and federal law.