

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.

- Working towards completing high school diploma or enrolled in college.

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 15, 2025, 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, 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. 3rd 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 <https://go.unl.edu/2025summerintern>)
 - Resume including 3 references
 - Cover Letter outlining 4-H experience and other skills related to this position

VII. Other Job Details

- Pay is \$14-\$16 per hour based on qualifications and experience.
- 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.



Saline County

Equal Employment Opportunity Employer

Application for Employment

This application is good until the position is filled.

Saline County 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.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired:

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Cell Phone Number: _____

Position Applied For: _____ Date Available for Work: _____

How did you learn about the job you have applied for? (Be specific as to the source.)

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veteran's preference. Are you eligible for and requesting a veteran's preference? Yes

[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) Please list start/end dates.	Hourly Rate/Salary Starting/Final:
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

** Additional employment information relevant to this position or deemed necessary for this application can be attached as part of a resume. **

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Highest Grade Completed: 6 7 8 9 10 11 12 College Completed: 1 2 3 4 5 Did You Graduate? ___Yes ___No

List Highest Grade Completed: _____

List Highest College Level Completed: _____

Post- High School	Name of School	Major	Degree Type
College/University			
Graduate School			

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying (please feel free to attach as part of your resume):

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy.

I authorize the County to make a thorough investigation of my past employment, education, job-related activities, and other relevant background information, including criminal history once Saline County as a public employer has determined that this applicant has met the minimum employment qualifications, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation. Furthermore, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Saline County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Saline County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the Saline County Board.

**SIGN
HERE**

Applicant's Signature

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.