



Assistant Program Coordinator at Camp Grant Walker

Develop a practical understanding of educational program development, evaluation, lesson design, and team-building. Assist with the development and implementation of a meaningful outdoor youth education program that will add to the educational opportunities for the youth attending the 2021 4-H Traveling Road Show Day Camp program. Through this internship, the intern will develop leadership skills through real-world experiences, building a foundation in program development and evaluation that extends into their career.

Qualifications

1. Minimum qualifications: Rising juniors and seniors from LSU and partner institutions studying Program Development/Evaluation, Communication, and other similar disciplines in Education-related majors with at least a 3.0 GPA are most competitive. Second-year students and those with a minimum 2.5 GPA are also eligible and encouraged to apply.
2. Preferred qualifications: Prior experience working with youth, education, or other communication related field. Good interpersonal, communication, organizational, teamwork and time management skills are essential.
3. Physical qualifications: The intern should be willing to work up to 25 hours a week (negotiable). Although primarily an office support role, the intern should be prepared to work 8-10 hours in the heat and humidity during days spent in the field.

Primary Contact/Advisor: Adam O'Malley, 4-H Program Coordinator, LSU AgCenter

Location: Grant Walker 4-H Educational Center, 3000 Hwy 8, Pollock, LA 71467.

Maximum Interns Needed: 1



Weeks 1-2:

Primary Tasks:

- Tour The Grant Walker 4-H Educational Center and meet the staff.
- Learn about the history of Camp Grant Walker and the property, existing programs, and goals for the future.
- Meet with Mentor/4-H Program Coordinators once per week, identify and review internship leadership goals and overall goals for the internship
- Brainstorm sessions for signature project
- Develop and plan signature project (Program Evaluation Plans, Lesson Development, Staff Training, etc.)
- Assist with development of 4-H Extension Agent Traveling Camp Orientation Program
- Meet with the 4-H Program Coordinator, Camp Director, and Camp Staff

Weeks 3 - 9:

Primary Tasks:

- Meet with Mentor and Co-Coordinators once per week, review and update leadership goals and overall goals, progress report on special project
- Assist with Development & Implementation of Staff Training & Agent Orientation
- Work with 4-H Program Coordinator & Camp Staff to Prepare for 2021 4-H Traveling Road Show Day Camp Program
- Assist 4-H Program Coordinator & Camp Director with successful implementation and evaluation of 2021 4-H Traveling Road Show Day Camp Program
- Assist with Camp Staff Supervision, Coordinate with Participating 4-H Extension Agents, and conduct on-site field visits
- Conduct Process Evaluations with Participating 4-H Extension Agents to determine program needs and implement changes
- Begin developing presentation on signature project



Week 10:

Primary Tasks:

- Review and evaluate leadership goals and overall goals
- Attend Exit Internship Seminars with presentations on signature projects
- Present signature project
- Participate in a reflective discussion on internship experience
- Modify resume based on internship experience
- Complete an exit interview with the Director and 4-H Program Coordinator

Success Measures

- Interns will meet every week with 4-H Program Coordinator for a brief evaluation of the internship experience. During the evaluation, interns will discuss what they have accomplished, identify where they need assistance, share future plans, and reflect upon the overall experience.
- Develop and complete internship leadership goals and overall goals
- Develop, implement and complete a signature project
- 4-H Program Coordinator will evaluate the intern's performance based on pre-determined criteria.