Position Descriptions
Internships

Internship Title: Local Food Marketing & Outreach Internship
Supervisor: Jiff Martin, Extension Educator, Sustainable Food Systems

Position Description:
Summer of 2021 we invite an intern to join a team of Extension colleagues working on projects designed to increase sales of local food for small, diversified growers. These projects include: 1) a USDA grant-funded project promoting local food and farms in 23 towns of Northeastern Connecticut; 2) a statewide collaborative of state agency, non-profit, and other stakeholders working together to strengthen farm to school in the state; and 3) a town-level initiative promoting local farms and access to local food in partnership with municipal units and staff in Mansfield. These overlapping efforts will be an excellent opportunity to learn about community outreach, marketing, and communication in the context of local food and agriculture.

Note - Our work is a cross-sector of programs and projects related to agriculture and food systems, which means we also engage actively in discussion and learning about food justice, equity, and dismantling racism. We welcome applicants that are dependable, enjoy connecting with people from diverse backgrounds, and are passionate about the interconnected issues of food, health, land, equity, and justice.

Responsibilities:
1. Assist with outreach and marketing related to the Growing Direct Sales for NE Connecticut Farmers project
2. Assist with developing learning tools for students in school districts that promote local food and assist with digital content creation and promotion to elevate visibility of schools serving local food
3. Assist with baseline data collection from growers, schools and municipalities
4. Provide input and support to our communication activities, including developing content and photos for website, social media, and newsletters.

Learning Objectives:
1. Learn how a regional marketing campaign for local farm businesses is built and applied, including the use of targeted audience, messaging, and how to leverage influencers (https://heartctgrown.extension.uconn.edu/)
2. Learn about various programs and strategies to boost farm to school in Connecticut through a unique statewide collaborative. (https://www.ctfarmtoschool.org/)
3. Learn about the nuances of promoting local food and agriculture, its opportunities and limitations
4. Learn important skills in networking and town-level collaboration
5. Gain experience and exposure to UConn Extension outreach and programming, and work alongside an inspiring team of colleagues working on food systems

Supervisor:
Jiff Martin, Extension Educator in Sustainable Food Systems. Jiff is embedded in all activities, and will meet with the intern virtually on a weekly basis.
The Supervisor will work with the intern to ensure completion of Learning Agreement, Midsummer evaluation, and End of summer evaluation. The supervisor will also review the intern’s reflection paper and updated resume, both part of AGNR 3681 Course Requirements.

Timeline:
We envision that the work would begin in mid-May and finish by mid-August. This internship
requires 190 hours total commitment, estimating 8 to 12 hours per week starting no sooner than May 17 and finishing by Aug 13. Scheduling is flexible if there is the need for a week or two of no time commitment. If needed, the intern may also work more hours for fewer weeks (e.g. 20 hours/week for 10 weeks), based on their unique needs and pending further discussion.

**Internship Title:** OneHealth Strategic Working Group Internship  
**Supervisor:** Marc Cournoyer & Kristen Govoni  
**Position Description:**

200 hour paid internship *(10 weeks at 20 hours per week)*:  
4-H Youth Development: 200 hours *(15.00 per hour)*  
· Under the supervision of Marc Cournoyer, 4-H Extension Educator

Intern will work with the One Health Strategic Working Group to assist in the following areas:

**Creation of CAHNR One Health involvement measurement**
· Assist team members in the creation of a survey tool to:
  - Identify faculty/staff working in the area of One Health
  - Identify areas for potential collaboration between CAHNR faculty/staff
· Compile survey results into a spreadsheet to facilitate future collaboration opportunities

**One Health introductory promotional campaign**
· Research One Health educational content currently available
· Compile research findings to begin building components to create a UConn One Health promotional campaign
· Work with team members to design media content to include, fact sheets, infographics, social media and other online outreach materials

**One Health website development**
Assist team members in messaging and layout for a new UConn One Health website to be marketed to diverse audiences within the University and beyond

**Learning Objectives:** Interns will demonstrate learning by:

- Developing a greater understanding of One Health and the college’s mission to deliver to diverse University and community based audiences
- Explore and become proficient at host of technology based teaching tools to be used with the delivery of One Health outreach initiatives
- Learning more about UConn Extension’s mission and possible career opportunities through participation in programs and interactions with Extension and CAHNR personnel

**Compensation and Time Commitment:**
This internship is for 10 weeks at 20 hours per week at the rate of $15.00 per hour.  
The internship will run from early June – mid August

**Additional Requirements:**
Intern will work primarily from home and communicate with supervisory staff remotely through use of available technology resources. Occasional opportunities to meet in person may become available as current health protocols allow.  
Will participate in 2-3 times weekly video conferencing with 4-H educator to review program progress, troubleshoot and brainstorm new ideas  
Must be willing to provide occasional educational content to target audiences through use of electronic media.
Should enjoy working with faculty, staff and community groups.

**Internship: Center for Land Use Education and Research (CLEAR)**
**Supervisor: Dave Dickson**

**Position Description:**

**Overview**
The intern will work with several Extension faculty members of the UConn Center for Land Use Education and Research, out of the Middlesex County Extension Office in Haddam, CT on a variety of potential projects. Potential projects the intern will assist with include the Natural Resources Conservation Academy, NEMO’s Stormwater Management program, and/or CLEAR’s Geospatial Training Program. The intern will have exposure to a wide range of projects and topics related to land conservation, stormwater management, climate change, and geospatial technologies. This is a 10 week, 24 hour/week internship.

**Duties**
Supervision: David Dickson, NEMO Co-Director & Extension Educator, Middlesex County Extension Center, Haddam, CT. The intern will meet with the supervisor or other CLEAR staff on a daily basis to identify projects to work on, receive advice and feedback on work undertaken, and stay on track with project deadlines.

Specific Duties: The CLEAR Summer Intern will:
- Help prepare for and participate in trainings (where appropriate)
- Assist in researching and developing content for CLEAR websites and webmaps
- Assist in developing mapping resources and other mapping-related projects
- Assist in researching the impact of CLEAR programs
- Attend weekly CLEAR team meetings

**Learning Objectives:**
- The intern will have exposure to a wide range of projects and topics related to land conservation, stormwater management, climate change, and geospatial technologies.
- The intern will develop an understanding of how to help municipalities balance protecting natural resources while still achieving other community goals.

**Logistics**
This is a 24-hour per week job that is envisioned as 3 days per week, but could be otherwise configured upon agreement with the supervisor(s). The intern’s home office will be the Middlesex County Office in Haddam, CT, but there may also be work that will be located on campus at the WB Young Building. The time period is 10 weeks, from early June to mid-August, but again some accommodation can b

**Internship: Connecticut Trail Census /Trail Finder Summer**
**Supervisor: Laura Brown and Kimberly Bradley**

**Position Description:**
**Office location:** Remote. Weekly online meetings (computer required) will be required.

**Background:**
Extension programs in Community & Economic Development work in partnership with communities to engage, educate and build capacity of community residents, leaders and decision makers. This work helps residents, community leaders, and decision makers understand decision-making processes,
respond to local needs and opportunities, and make informed decisions based on research. This internship focuses on supporting the Connecticut Trail Census and the Connecticut Trail Finder: two programs related to sustainability/active living and wellness. The Connecticut Trail Census is an innovative statewide volunteer-based data collection and education program that encourages data informed decision-making and promotes active citizen participation in multi-use trail monitoring and advocacy. The Trail Census includes trail use counts recorded by infrared pedestrian counters, trail user intercept surveys administered by trained volunteers, and public education programs. The project is statewide and serves community leaders and decision makers including local elected officials, planners, economic development professionals, trail advocates, trail maintenance professionals, environmental, health and outdoor activity advocates, as well as the general public. The CT Trail Finder will be a free, interactive mapping site designed to help Connecticut residents and visitors find hiking, walking, snowshoeing, mountain biking, cross-country skiing, and paddling trails across the state. Our goal is to help people get out, be active, and explore our state’s treasures. Detailed trail description pages will allow users to view the trails, get essential information, submit trip comments and photos, find nearby geocaches, and a whole lot more. Users will be able to track trail experiences, noting trails that they have completed, their favorites, or ones they want to visit.

Tasks/Responsibilities:
As part of the CT Trail Census project, this internship will involve assisting primarily with communications and outreach aspects of the Trail Census and CT Trail Finder including developing social media communications, reporting, and outreach materials, and assisting with educational programs. The student should have excellent communication, writing and organizational skills, and ability to work effectively independently as well as coordinate with a professional team involved in overseeing these projects. There will be opportunities for sharing this scholarly work with peers through a peer reviewed journal piece, presentations, conferences and webinars.

Date ranges and work times: Remote. Weekly online meetings (computer required) will be required and some travel around the state may be required to fully participate in the program. Interns will have the opportunity to be present in an office in New Haven or Haddam as needed but the majority of the work hours will be self-managed. Dates and work hours will be mutually agreed upon at the start of the internship.

Learning objectives:

- Understand concepts and protocols for measuring, recording and publishing the impacts of state and community outdoor recreation facilities;
- Learn about the multiple values of community and long-distance shared use trails;
- Learn how state agencies partner with local and private conservation organizations to advance and promote outdoor recreation.
- Enhance their skills in educational communications (writing and verbal presentation skills) for a public audience

Mentorship commitment:
In addition to assisting with the required learning documentation and resume review, Trail Census Trail Finder Coordinator Kim Bradley and Community & Economic Development Educator Laura Brown will
work closely with the intern to discover key learning objectives and interests within the scope of the these projects. We have found weekly meetings to be very successful (our leadership team currently meets weekly by WebEx) and we would envision the intern participating in these meetings. We would also encourage the intern to participate in trainings, meetings and activities around the state proving them with connections and career contacts in our program partner organizations such as the Department of Energy and Environmental Protection, the Connecticut Forest and Park Association and the National Park Service. We will also support the student in identifying additional related learning and career opportunities following the internship experience.

Compensation: $15/hour, ~20 hours per week for 10 weeks. Total compensation will be $3,000 (a total of 200 hours).

Internship: Hartford County 4-H
Supervisor: Jen Cushman, Hartford County 4-H Extension Educator
Position Description:
Location: Due to COVID-19 this internship will be remote.
Position Description:
The Hartford County 4-H Intern will have the opportunity to engage in various aspects of Hartford County 4-H programming. Annually, Hartford County 4-H averages over 15,000 youth who are engaged in numerous programs. This intern will assist with the planning and delivery of various Hartford County 4-H programs. Activities will include engaging in virtual Extension/4-H programs to learn more about UConn Extension and the 4-H youth development model, assisting with preparations for the annual 4-H Fair, creating and delivering educational content and marketing the 4-H program. The goal of this internship is to provide the intern with a broad experience in some of the career skills associated with being a 4-H Extension Educator.
Learning Objectives:
● Expand understanding of 4-H and other UConn Extension programs
● Gain experience working collaboratively with youth and adults
● Strengthen skills in planning and implementing educational programming
● Design marketing materials to engage the public in 4-H programming
The Hartford County 4-H Extension Educator will meet virtually with the intern, to monitor progress on projects and work with the intern to develop a meaningful internship plan with consideration to the intern’s career interests. The Supervisor will work with the intern to complete the required Learning Agreement, Mid-Summer Evaluation and End of Summer Evaluation. The Supervisor will also serve as instructor for the AGNR 3681 course and oversee completion of the course requirements.
Qualifications:
● Desire to work with youth and adults in an informal educational setting
● Experience working with youth and adults
● Ability to work independently with limited supervision
● Effective communication skills
● Prior experience with 4-H and educational programming delivery (preferred)
This is an ideal experience for those interested in agriculture, education, family studies, communications or marketing.
Schedule/Hours:
Anticipated length of internship is June 1 through August 23. Candidates requiring flexibility with these dates are still encouraged to apply. The intern will work an average of 15 hours per week for approximately 13 weeks. Some flexibility is available to schedule hours around summer classes, other employment or travel. Some night and weekend hours are anticipated.
Expected Availability:
Work times to be scheduled based on the intern’s availability. Weekly check-in meetings will be scheduled, typically between 8am-5pm, in conjunction with the supervisor and occur in WebEx. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

**Internship: Middlesex County 4-H**
**Supervisor: Emily McCabe Alger**
**Position Description:**
**Office Location:** UConn Extension Center, Middlesex County, 1066 Saybrook Road, Haddam, CT 06438

-**Contact Information:** Emily.alger@uconn.edu  860-345-4511

Responsibilities:

a. Plan, implement and evaluate 4-H workshops on STEM and/or Healthy living for 10-15 youth at a time. If Covid restrictions still apply, these workshops will be done virtually and offered to local, county, state and youth in the northeast – first come, first serve. (local venues including libraries, recreation centers and the New Haven Extension Center as part of an outreach plan). Some of the presentations can be organized in a series (weekly or monthly) though June, July and August. It will also include developing a flyer and using social media to promote.

b. In conjunction with intern from Middlesex, one of the workshops will be to plan, implement and evaluate animal showmanship to be conducted mid-July. Responsibilities will include coordinating with two local volunteers – use of their farm and animals, obtaining workshop leaders, managing publicity and registration and supervision the actual day program. (At this time to be virtual depending on covid restrictions)

c. Assist with planning and conducting the Middlesex & New Haven project evaluations usually done in conjunction with the 4-H Fair. To be held during the last week in July/first week in August. Determination will be made later in the spring as to location if in person or if current restrictions apply this will be virtual.

d. Assist with current social media used by this educator -Facebook, county 4-H website, Instagram.

e. Other duties jobs deemed appropriate.

Qualifications:

- Ability to manage groups - experience working with groups, youth & adults.
- Excellent written and verbal communication skills.
- Excellent planning and organizing skills.
- Willingness to help others develop skills and knowledge.
- Tolerant and respectful of individual differences.
- Familiarity with the 4-H program helpful but not necessary.
- Experience in youth development, teaching.
- An interest in sharing knowledge to enhance youth educational experiences.
- Excellent social media skills.
• Ability to work with county/local/community and state level professionals to share resources and opportunities.
• The ability to communicate effectively with 4-H staff, youth & volunteers.
• Able to work as a team member
• Able to work independently with minimal supervision
• Creative, flexible, organized and patient
• Effective problem solver
• Effective communication skills
• Networking skills

Benefits Received:
• Enhanced educational experiences in curriculum development, working youth and adults, collaboration with local agencies.
• Network opportunities in the county
• Enhanced professional development opportunities
• Increased knowledge and skills for implementing and managing programs.

Internship: SUSTAINABLE TURF & LANDSCAPE EXTENSION PROGRAM I
Supervisor: Vickie Wallace:
Position Description:
Extension Educator, Sustainable Turf & Landscape
NEW LONDON COUNTY EXTENSION CENTER
562 New London Turnpike, Norwich CT 06360

victoria.wallace@uconn.edu; (860) 885-2826

A 10-week virtual/remote internship through the New London County Extension Office supporting the program objectives of the sustainable turf and landscape program. The internship will be 20 hours a week, with potential for additional hours, between June 7 and August 13. The Sustainable Turf & Landscape program provides Integrated Pest Management (IPM) and sustainable landscaping education. Educational training includes outreach and support of green industry professionals, including nursery producers and municipal and school grounds managers.

The intern will assist the Sustainable Turf & Landscape program coordinator:
1. Assist in coordination of virtual summer educational webinar(s) on Sustainable Turf & Landscape topics.
   ◆ Participate in the continued development and program coordination of educational webinars.
   ◆ Communicate with UConn team members. Participate in CT team web meetings/conference calls.
2. Assist in the implementation of Connecticut-wide survey of school grounds managers.
   ◆ Help to compile the information from collected surveys and update the contact database.
   ◆ Work with a graphic designer or within Canva to create a fact sheet based on survey results and assist with distribution to stakeholders.
3. Coordinate and develop CIPWG and IPM website, social media, and email communication.
   ◆ Manage digital, email, and website content.
   ◆ Help develop new sustainable landscaping website content.
   ◆ Help compose program newsletters and reports.
4. Support the continuation of the development of a Connecticut Environmental Stewardship Certification Program.
Help complete the writing, editing, and vetting of the certification document.

Requirements for this position:
- Should be a proficient communicator who has excellent writing and verbal skills and is attentive to detail.
- Proficient in Microsoft Office and social media.
- Enthusiastic, reliable, and passionate about community engagement and education.
- A student with both strong writing skills and some experience/knowledge in either the horticultural or turf industry would be preferred.

Learning Objectives:
- Gain experience and familiarity with professionals in the municipal and school grounds sector.
- Improve writing, social media and other communication skills.
- Develop skills in project management and preparation and execution of Extension Outreach opportunities.
- Gain experience working both independently and as part of a team.
- Enhance ability to communicate effectively through various mediums.

The program coordinator will:
- Provide resources, equipment, and facilities that support learning objectives/goals.
- Assist the student in attainment of goals and objectives; mentor and guide the intern throughout the internship.
- Provide necessary training and orientation. Ensure the student is fully oriented to the agency, staff, policies and procedures.
- Provide written evaluation of the student intern (mid-summer and end of summer).

Internship: 4-H Food Revolution Summer Program
Supervisor: Maryann Fusco-Rollins
Position Description:
Anticipated Start Date: May 21, 2021. The intern must be available to work in June and July of 2021 – the majority of hours will be completed in this time frame.
Anticipated End Date: July 29, 2021 (the end date is dependent on any time off the intern needs).
The internship is a 10-week experience.
Schedule/Hours: The work schedule is Tuesday, Wednesday and Thursday from 8-2:30 with ½ hour unpaid lunch break for 18 hours per week with some flexibility in scheduling. The week of July 19 will be fixed Monday- Friday schedule and an approximately 40-hour week as part of the 4-H Food Revolution Program. The virtual 4-H Food Revolution scheduled to run July 19-22 with a volunteer wrap up on July 23.
Expected Availability: We will have weekly meetings via WebEx to provide training, resources, cover projects, and answer any questions the intern has. These will be scheduled depending on the intern’s availability.
Position description:
This is a great learning opportunity where the Summer Intern takes the leadership of planning and executing this very popular summer program that will go virtual in 2021.
Responsibilities:
1. Planning, promoting and implementing a virtual 4 day 4-H Food Revolution summer program.
2. Creating a virtual volunteer training, including a guide to ages and stages of youth development, recruiting and training volunteers.

3. Develop a communication and marketing campaign for 4-H Food Revolution that promotes our resources to current and new audiences. This includes social media posts, videos, stories, press releases, and other communication initiatives.

4. Measure and track analytics for the website, social media, and participation in 4-H Food Revolution summer program.

5. Previous experience working with youth from diverse audiences, creating virtual content, promotion, and running a youth program is desired.

**Internship: Extension Marketing Intern**

**Supervisor: Stacey Stearns**

**Position Description:**

**Anticipated Start Date:** May 14, 2021

**Anticipated End Date:** August 31, 2021 (the end date is dependent on any time off the intern needs).

The internship is a 10-week experience, with 20 hours per week. Depending on hours worked, the intern may finish before or after this date.

**Schedule/Hours:** 20 hours per week during normal business hours (8 AM – 5 PM) beginning in May 2021.

**Expected Availability:** We will have weekly meetings via WebEx to provide training, resources, cover projects, and answer any questions the intern has. These will be scheduled depending on the intern’s availability.

**Position Description:**

The marketing intern will work on the existing Ask UConn Extension campaign and can design, implement, and analyze a social marketing campaign on Extension’s social media. The target audience is do-it-yourself people and homeowners. Necessary skills include social media, design (Canva, InDesign, Photoshop, etc.), videography skills, marketing, and analytics.

The intern will work remotely/online to develop marketing materials. The goal of the marketing initiatives is to increase awareness about Extension to new target audiences.

**Responsibilities:**

1. Develop and implement content for the #AskUConnExtension social media marketing campaign.
2. Market and promote the current #AskUConnExtension resources.
3. Capture and analyze metrics for Ask UConn Extension marketing initiatives including social media, websites, and customer relationship management (CRM) system.
4. Develop marketing initiatives using websites, email marketing and social media for a specified target audience (homeowners/do-it-yourself). Develop strategies to maintain the campaign after the internship ends.
5. Create content for current Extension platforms. Examples include: website, YouTube videos, and publications.

**Learning Objectives:**
1. Expand application of marketing concepts to challenges faced by Extension.
2. Gain experience working in a team setting and with multiple customers.
3. Enhance ability to analyze customer practices and attitudes.
4. Strengthen ability to create messages/content and place in chosen media channels.

**Internship: Supplemental Nutrition Assistance Program – Education Program (SNAP-Ed).**

**Interns for UConn School and Family,**

**Position Description:**

**Overview**
This is a 10-week, 24 hour/week internship at the hourly rate of $15.00 per hour. *There is an opening for two interns.*

**Duties**
Work within a virtual team environment, yet work independently, to develop fact-based and tailored online information to support healthy eating and physical activity in income challenged individuals, families, and children.

**Supervision**
The intern, working remotely, will be under the direct supervision of Valerie Duffy, PhD, RD, Professor within the UConn Department of Allied Health Sciences/Supplemental Nutrition Assistance Program – Education Program (SNAP-Ed).

**Specific Duties**
Work remotely from home as part of the UConn HealthyFamilyCT SNAP-Ed team who is also working remotely at this time. We have a virtual home and many willing partners that are web-based ([https://healthyfamilyct.cahnr.uconn.edu/](https://healthyfamilyct.cahnr.uconn.edu/)) and social media based ([www.facebook.com/uconnhealthyfamilyct](http://www.facebook.com/uconnhealthyfamilyct)) to reach income-challenged adults, families and children with interactive and tailored, fact-based nutrition education to support our mission. Primary duties include:

- Identify learning needs toward academic and professional goals
- Work on a team and independently to create fact-based and tailored nutrition education and physical activity messages to support healthy behaviors to reach our target audiences across the state
- Post fact-based social media posts, including videos, to Facebook and Instagram (see our Healthy Family CT website [https://healthyfamilyct.cahnr.uconn.edu/](https://healthyfamilyct.cahnr.uconn.edu/) and Facebook and Instagram pages
- Monitor and track website and social media analytics in support of goals
- Evaluate the impact to the target audience and stakeholders who work with the target audiences, including online surveying of the target audience

**Learning Objectives**
- Work collaboratively as part of a team – within the SNAP-Ed team, with SNAP-Ed stakeholders; document progress toward shared goals and objectives.
- Uncover fact-based information and create effective social media posts that rise to the top as they address the stakeholders’ needs.
- Determine ways to evaluate the impact of the Healthy Family CT social media posts (awareness, knowledge, intent to change behavior), including analysis of Google analytics, Insights, etc.

**Qualifications**
Undergraduate majoring in nutrition, health promotion sciences, or related field
- Knowledge of behavior change principles related to nutrition and physical activity
- Experience and high comfort level working with websites and social media platforms, including Facebook and Instagram, to deliver tailored messages to SNAP-Ed audiences
- Comfort level creating short videos and doing Facebook Live! events, as appropriate
- Some experience at writing communications for website materials and social media posts
- Ability to work remotely as part of a team with a high degree of independence
- Excellent communication skills both verbal and written, especially in communication with the team and reporting progress toward meeting goals and objectives
- Desire to work with diverse audiences who are income disadvantaged is a plus
- Experience with Google analytics, Facebook/Instagram Insights is a plus

Logistics
This is a 24-hour per week job that is envisioned as 5 days per week, but could be otherwise configured upon agreement with the supervisor(s).
The intern’s home office will be the designated workstation. The intern will need a networked computer and smartphone to perform the specific duties. The time period is 10 weeks, from early June to mid-August, but again some accommodation can be made.

Internship: Financial Literacy for Youth and Young Adults (FLY)
Supervisor: Faye Griffiths-Smith, Associate Extension Educator
Position Description:
Family Economics and Resource Management
Location: New Haven County Extension Center, 305 Skiff Street, North Haven
Project Title: Financial Literacy for Youth and Young Adults (FLY)
2. Specific task/project responsibilities:

The FLY intern will support the UConn Extension Financial Education Program and the extension educator by:
A. assisting with finalizing content for an online financial game for UConn students designed to increase their financial knowledge in preparation for life after college. Input is needed to make the game relevant to students’ lives today. The intern may assist in script refinement and researching prices and other options for the game.
B. identifying, organizing, and helping in the development of curricula to support youth programs with financial literacy. The intern will also assist in the development of materials and assist the educator at workshops when possible.
C. working with the supervisor in planning the Connecticut Jump$tart Coalition for Financial Literacy Forum or financial education workshops, newsletter, and social media messaging.
D. develop social media messaging for the Connecticut Saves Campaign and formulating a marketing campaign to encourage college students to save money.
E. research financial literacy related topics and assist with adult financial literacy programming as assigned.
3. Date Range and Work Times

The intern will start May 21st and complete this 10-week internship by July 29th, 2021. (The student will work two seven-hour days and one six-hour day each week. The student will work approximately 20 hours per week generally between the hours of 9:00 am and 5 pm.)
When possible, the intern should try to be available to assist the supervisor as needed with daytime online workshops scheduled at least two weeks in advance. This is likely to occur six or less times during the internship period.

**Financial Literacy for Youth and Young Adults (FLY) Internship**

4. Learning Objectives for the FLY Intern

To identify and explain the factors that impact personal financial beliefs, values, and attitudes
To clearly articulate the importance of financial knowledge in the life of a young adult
To increase knowledge of personal finance issues likely to be faced by recent college graduates

5. Supervisor’s Commitment to Mentoring the Intern

The supervisor will complete all required supervisory paperwork and responsibilities associated with the internship such as the learning agreement, mid-summer and end-of-summer evaluations, and the AGNR 3681 course requirements of a reflection paper and an updated résumé.

**Internship: New London County 4-H Program**

**Supervisor:** Pamela Gray

**Position Description:**
New London County Extension Center
562 New London Turnpike
Norwich, CT 06360
Pamela.gray@uconn.edu
860.885.2824

The Intern will assist the New London County 4-H Program Coordinator in providing outreach through the delivery of 4-H, assisting in the preparation and weekend duties of the New London County 4-H Fair, assist in 4-H promotion through social media, and assist in managing administrative duties as required by the 4-H program. They will lead 4-H experiential learning activities in community settings, such as libraries, local youth-serving agencies, and churches.

All of the programs are planned for virtual and distanced in-person activities, as needed.

The intern will learn planning, preparation, and youth/classroom management skills for outreach programs. Topics for 4-H programs include STEM and Nutrition/Healthy Lifestyle programs. They will learn to be proactive in planning for activities and programs and in working as a team player. They will learn communication skills, in reporting on their program, in communicating effectively with youth, and in working with community agencies to set up 4-H programs. There is a summer youth employment teen who will accompany the intern to community programs.

The right intern for the position understands the importance of reliability, enthusiasm, and cooperation. Prior experience working with children is expected, and familiarity with 4-H and/or the military an added bonus. This position provides valuable experience for students in education or family studies, or who wish to explore Extension outreach through families and youth.

The New London County 4-H Program Coordinator and 4-H Military Partnership Assistant provide mentoring and guidance throughout the internship. We strive for an atmosphere of learning and doing. We keep an open dialogue with the intern so they can carry out their responsibilities within a safe framework but also be able to learn from mistakes and succeed in the future.
As the supervisor for the above position, I will commit completing all paperwork requested in a timely manner, including supporting the intern to fulfill their obligation to the AGNR 3681 Course.


- There was great feedback from the interns in 2020 on meeting virtually to share their projects and get to know each other better (at least the 4-H interns). Topic suggestion is networking through extension- not just in CT but connecting in other states and federal level.

**Internship: Litchfield County 4-H Summer Intern**  
**Supervisor: William Davenport**  
**Position Description:**  
Litchfield County Assistant Extension Educator  
UConn Extension  
843 University Drive  
Torrington, CT 06790  
860-626-6854  
Cell 860-459-6753  
william.davenport@uconn.edu

**Project Title: Litchfield County 4-H Summer Intern**  
The 4-H Summer Intern works under the supervision of the 4-H Educator.  
The 4-H summer Intern will work virtually in communication with the Litchfield County Extension office in Torrington, CT.  

**Tasks:**  
The Summer Intern will:  
- Be responsible for developing, planning for, teaching and evaluating virtual programs at various summer recreational programs, day camps and other related settings throughout Litchfield County.  
- Be responsible for helping to virtually plan for, organize, run, and evaluate the Litchfield County 4-H Fair “Experience” to be held in Goshen on August 6th through 8th, 2021.  

**Needs:**  
Proposed dates and times for the Summer Intern:  
Tuesday, May 25, 2021 through Friday, August 13, 2021  
Approximately 20 hours per week on average, generally 9 am to 3 pm each day on average.  

**Learning Objectives:**  
The Summer Intern will:  
- Learn how to present and teach programs virtually to children ranging in age from 6 to 12 years old, with a goal to reach no less than 500 children throughout the summer.  
- Learn how the Litchfield County 4-H fair is managed, from planning, ordering supplies and awards, and coordinating work crews, members and adults, by working with Extension staff and 4-H volunteers.  
- Learn how to properly evaluate both programs including suggestions for expanding and improving the outreach for the summer programs and the County 4-H Fair experience.  

**Supervisory Ownership Commitment:**  
As supervisor, I plan to mentor the intern by developing a learning agreement, conducting periodic evaluations including a mid-summer evaluation and an end of summer evaluation, along with providing feedback and advice throughout the summer.
Additional Compensation:
None available

Additional Qualifications:
- Must have a valid driver’s license, and must have a vehicle for work related travel
- Should have a desire to work with youth in an informal educational setting
- A working knowledge of the Litchfield County 4-H program is preferred

Internship: Windham County Extension Office Summer
Supervisor: Marc Cournoyer
Position Description:
200 hour paid internship (10 weeks at 20 hours per week):
4-H Youth Development: 200 hours ($15.00 per hour)
- Under the supervision of Marc Cournoyer, 4-H Extension Educator

Intern will participate in UConn Extension community outreach programs by assisting Extension Educator in the area of 4-H Youth Development as outlined below. They will also learn from other Center staff and through interaction with the public through the use of electronic media. There is also the possibility of interaction at the Windham County Extension Center and in other community based settings (if in person participation should become available).

4-H: STEM mini-camps:
- assist 4-H educator with development and facilitation of virtual 4-H STEM outreach program
Assist with research and development of programming that partner agencies and employ using virtual means and online content
Creation for short video segments to provide content instruction to audiences
Assistance with continuation of existing 4-H distance learning content

County 4-H Fair:
- assist 4-H staff with planning, data management and securing necessary materials for all fair related activities in whatever format they may take

4-H Program:
- Assist 4-H educator with other program related tasks as necessary

Learning Objectives: Interns will demonstrate learning by:
Developing a greater understanding of 4-H and other programs offered by UConn Extension
Explore and become proficient at host of technology based teaching tools to be used with the delivery of virtual summer 4-H content
Learning more about UConn Extension’s mission and possible career opportunities through participation in programs and interactions with Extension personnel

Compensation and Time Commitment:
This internship is for 10 weeks at 20 hours per week at the rate of $15.00 per hour.
The internship will run from early June – mid August

Internship: New Haven County 4-H Program
Supervisor: Margaret Grillo
Position Description:
Office Location: New Haven County Extension Center, 1305 Skiff Street, North Haven, CT 06473

Contact Information: Margaret.grillo@uconn.edu 203-407-3158

Responsibilities:

a. Plan, implement and evaluate 4-H workshops on STEM and/or Healthy living for 10-15 youth at a time. If Covid restrictions still apply, these workshops will be done virtually and offered to local, county, state and youth in the northeast – first come, first serve. (local venues including libraries, recreation centers and the New Haven Extension Center as part of an outreach plan). Some of the presentations can be organized in a series (weekly or monthly) though June, July and August. It will also include developing a flyer and using social media to promote.

b. In conjunction with intern from Middlesex, one of the workshops will be to plan, implement and evaluate animal showmanship to be conducted mid-July. Responsibilities will include coordinating with two local volunteers – use of their farm and animals, obtaining workshop leaders, managing publicity and registration and supervision the actual day program. (At this time to be virtual depending on covid restrictions)

c. Assist with planning and conducting the Middlesex & New Haven project evaluations usually done in conjunction with the 4-H Fair. To be held during the last week in July/first week in August. Determination will be made later in the spring as to location if in person or if current restrictions apply this will be virtual.

d. Assist with current social media used by this educator -Facebook, county 4-H website, Instagram.

e. Other duties jobs deemed appropriate.

Qualifications:

- Ability to manage groups - experience working with groups, youth & adults.
- Excellent written and verbal communication skills.
- Excellent planning and organizing skills.
- Willingness to help others develop skills and knowledge.
- Tolerant and respectful of individual differences.
- Familiarity with the 4-H program helpful but not necessary.
- Experience in youth development, teaching.
- An interest in sharing knowledge to enhance youth educational experiences.
- Excellent social media skills.
- Ability to work with county/local/community and state level professionals to share resources and opportunities.
- The ability to communicate effectively with 4-H staff, youth & volunteers.
- Able to work as a team member
- Able to work independently with minimal supervision
- Creative, flexible, organized and patient
- Effective problem solver
- Effective communication skills
- Networking skills
Benefits Received:
• Enhanced educational experiences in curriculum development, working youth and adults, collaboration with local agencies.
• Network opportunities in the county
• Enhanced professional development opportunities
• Increased knowledge and skills for implementing and managing programs.

Internship: Community Nutrition
Supervisors: Heather Peracchio MS, RDN, CD-N and Molly Basak-Smith MS, RDN
Position Description:
Fairfield County Extension Center
Approximate dates: May 17, 2021– August 16, 2021
Varies depending on programming, approximately 15 hours/week

An intern working in community nutrition programming in Fairfield County will work with two Registered Dietitian Nutritionists on two federal nutrition programs EFNEP (Expanded Food and Nutrition Education Program) and SNAP-Ed (Supplemental Nutrition Assistance Program Education). Responsibilities and opportunities will include teaching small and large groups virtually, working with adults and children, conducting cooking demonstrations and assisting in preparing materials for programs. This internship will provide an opportunity to engage in community nutrition virtual education with the public. EFNEP works in the community to help income-challenged parents learn how to shop for and make nutritious meals and snacks, budget, access food resources, and improve physical activity, all for better health and quality of life. This summer the intern will participate in virtual EFNEP youth programming for summer camps, SNAP-Ed nutrition education for seniors, as well as nutrition education for the public at the farmers’ market. Please anticipate and be available to assist with virtual programs during the day or in the evenings (at least 1 evening per week until 8pm, most weeks). The ideal candidate will be in pursuit of a health or nutrition field career, have prior experience working with youth, customer service experience and have an interest in food or gardening. This will be an ideal summer experience for a student planning to pursue a degree in nutrition or dietetics, apply for a dietetic internship, and/or plans to become a Registered-Dietitian Nutritionist.
Contact information: heather.peracchio@uconn.edu 203-207-3266