Purpose of Organization/Mission:

The WVUES 4-H Youth Development Program in Kanawha County and the Education Elevators Foundation are seeking two interns to work with at-risk youth providing 4-H hands-on educational activities and to develop a tool kit of helpful methods and activities for adults to work with at-risk youth.

Partnerships between businesses, community organizations, and schools are one of the most effective ways to help solve the education crises facing West Virginia communities. The Education Elevators Foundation is a non-profit organization that pairs business professionals with at-risk youth in elementary schools for one-on-one mentoring. The mission of the Education Elevators Foundation is to “elevate” the abilities and aspirations of students.

WVU Extension Service meets the changing lifelong learning needs of people, organizations, and communities by putting knowledge to work. Through WVU Extension Service, WVU provides a “mini campus” in each of the state’s 55 counties. The work at these locations address a wide variety of community issues via a nontraditional mix of learners, faculty, staff and volunteers. The 4-H program is a leader in developing youth to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society. 4-H Youth Development Education Program creates supportive environments for culturally diverse youths and adults to reach their fullest potential. In support of this mission we will:

- provide formal and non-formal community-focused experiential learning,
- develop skills that benefit youth throughout life,
- foster leadership and volunteerism in youths and adults,
- build internal and external partnerships for programming and funding,
- strengthen families and communities, and
- use research-based knowledge and the land grant university system

Internship Title: 4-H Positive Youth Development Intern

On-site Supervisor/Co-educator:
Name: Sherry Swint
Title: WVU 4-H Extension Agent
Email: sherry.swint@mail.wvu.edu
Telephone: 304-720-9889
Mailing Address: 4700 MacCorkle Ave SE Suite 101 Charleston, WV 25304
Physical Address (if different): n/a

REV: December 2014
Duties/Project Description:
The Education Elevators Foundation is partnering with West Virginia University Extension Service 4-H Youth Development Program in Kanawha County to develop a toolkit for adult volunteers that will have a positive impact on the lives of West Virginia’s most vulnerable children, particularly at the elementary school level.

The Intern’s time will be divided between researching and developing a toolkit at the office and building relationships with youth by implementing educational activities at various summer programs in Kanawha County. The Intern must have transportation.

As 4-H Mission Mandates encompasses Health Living, STEM, and Leadership, the Intern may select a variety of educational programming of their interest and within the construct of the three topics. Using selected materials, the intern/s will provide educational hands-on experiences on a weekly basis for youth with which they work at a minimum of two locations.

The Intern will spend the first week experiencing 4-H residential camp to encounter a wide-range of youth and the culture of Kanawha County. The following week will be an orientation and training week including introductions to the various summer programs where the Intern will be involved, selection of and training on hands-on learning activities the Intern wants to provide to youth, and resources for developing the toolkit. The remaining weeks’ time will be divided between establishing relationship with youth and summer educators and developing the Toolkit Project. At the end of week 8, the intern will make a final presentation of the Toolkit.

Qualifications:
The Intern must be passionate about children and education. Intern must have excellent research and writing skills, be self-motivated, be well-organized and detail oriented. Intern must have the ability to connect with children from a variety social economic backgrounds. Some prior experience in mentoring or youth development is preferred, but not required.

The Intern must complete and pass a background check before commencing the internship.

Orientation Plan:

 Supervision/Mentor Schedule: Supervisor will meet with Intern on a weekly basis.
The Intern will be under the immediate supervision of WVUES 4-H Agent in Kanawha County, or their designee. The agent or their designee, will also be responsible for completing conducting a performance evaluation with the Intern.
Non-English language requirement? None

**Working Conditions/Schedule:**
The Intern will be expected to work 7.5 hours per day. WVU Extension Office has a flexible work schedule and is located in Charleston, WV. The work day begins anytime from 8 am to 9 am and concludes no later than 5:30 pm, with one hour for lunch each day. Dress at the office is business casual. The WVU Extension Service will provide a computer, internet access, a printer and workspace.

During the **first week of the internship, the candidate will be staying at a residential camp housed in a cabin with youth and other staff.** Shorts, t-shirts, and sneakers would be considered appropriate dress.

**Preparation:**
It may be helpful for the intern to review websites of Education Elevators, Kanawha County Extension Service and WVU Extension Service 4-H Youth Development Websites.

**Is the organizational accessible via public transportation?** The Kanawha County Extension Office is accessible via bus public transportation but not all summer learning locations will be accessible via public transportation.

**Does the internship require use of personal vehicle?** Yes