



## Agriculture in the Classroom Summer Internship Position Description

**Position:** Up to three internships will be available and the Farm Bureau Foundation reserves the right to not offer the internship if no candidate qualifies.

**Salary Range:** Compensation will be paid by the Whiteside County Farm Bureau. Compensation will be hourly-based on schedule with standard payroll deductions. Checks will be issued bi-weekly.

**Reports To:** Farm Bureau Executive Director & Agriculture Literacy Coordinator

**Employment Status:** Temporary. Scheduling flexibility can allow for outside obligations and occasional scheduled vacation days. Preferred start date would be late May but no later than June 3, 2019. End date will likely be early August.

**Position Summary:** The Agriculture Literacy Intern will assist with the Foundation's Agriculture in the Classroom program by providing agriculture-related educational programs for youth and the general public. Intern may gain experience in one or more of the following aspects of agriculture education, with specific duties determined by the Farm Bureau Executive Director and Agriculture Literacy Coordinator. Duties may include:

- Work with the Agriculture Literacy Coordinator and the Farm Bureau manager in developing, coordinating, and presenting Agriculture in the Classroom educational programs.
- Assist in Farm Bureau public relations efforts through the Farm Bureau publication, news releases, and other special projects.
- Assist with planning, coordinating and implementing a Summer Agriculture Institute.
- Assist with planning and implementation of "Farm Camp" with staff at Woodlawn Arts Academy.

The Agriculture Literacy Intern may gain skills and/or knowledge in the following areas:

- Program/Event Planning
- Curriculum Design & Implementation
- Data Management
- Teaching
- Marketing/Promotions
- Public Relations

### Organization Background

The Whiteside County Farm Bureau Foundation is a general not-for-profit corporation organized under IRS Code 501(c)(3) with one of its goals being to serve the needs of the county's youth through education and other opportunities, so that they may increase their knowledge of agriculture.

The Foundation has agreed to fund an internship(s) to assist in coordinating the county's Agriculture in the Classroom (AIRC) program. AIRC is an educational program designed to instruct students of all ages of agriculture's role in society using innovative techniques such as science experiments, videos, classroom visits and other related educational materials.

### Minimum Position Requirements:

**Education:** High school diploma or higher. At least two semesters of college education preferred. The ideal intern chosen would be one who is either a student in an Agricultural Communications or Agricultural Education program or whose intended major is related to the agricultural field. Preference will be given to Whiteside County students but county residency is not a requirement. The candidate should enjoy working with younger students and be willing to work with adult volunteers. An agriculture background is preferred but not essential for this internship.



### Specific Knowledge/Skills:

- Enthusiastic about working with children and volunteers.
- Ability to manage events in a flexible, calm, and patient manner.
- Must have strong organizational, detail-management, written and interpersonal communication skills.
- Self-motivation and the ability to set own working hours and manage own time.
- Must be punctual, persistent, a problem solver, timely, and creative.
- Experience managing and/or organizing programs a plus, though not required.

### Availability:

- Hours, Monday-Friday, 7:30am and 12:30pm.
- Some weekends and week nights may be necessary, depending on role assigned.
- Internship will run during May, June, July and August with exact dates to be finalized with the selected candidate(s), Farm Bureau Executive Director and Agriculture Literacy Coordinator.

**Working Conditions:** The position is a paid internship and requires working 20-25 hours per week. The intern will be provided with all tools necessary to complete job requirements. The majority of the position duties will be completed outside the office. Some amount of driving is required to transport supplies, conduct programs or attend meetings.

**Application Deadline: March 15, 2019**

**Online Application: <https://form.jotform.com/83032140044945>**

Please direct questions to:

Whiteside County Farm Bureau Foundation  
Attn: Matt Lillpop, Executive Director  
100 East Knox Street  
Morrison, Illinois 61270

E-mail: [matt.wcfb@gmail.com](mailto:matt.wcfb@gmail.com)

Phone: (815) 772-2165 *Office*

(815) 441-8572 *Cell [call or text]*

