POSITION DESCRIPTION: OMP Outreach Internship

Position Title: OMP Outreach Internship  
Employment Classification: Part Time/Temporary  
Reports to: Assistant Director of Office of Multicultural Programs  
Department: Office Multicultural Programs in the College of Agriculture  
Salary: or $15/hr @30hrs

JOB SUMMARY:

The Outreach intern would support all summer programs administered through the Office of Multicultural Programs by playing an active role in the exciting summer PASA, ABC, and SROP programs occurring at Purdue University. Summer programs occur May 10th and 12th off-campus, then June 8th-10th, and July 10th-23rd for PASA as well as July 11th – August 5th for ABC and finally, June 5th –July 30th for SROP. Schedules vary depending on programs assigned but may start as early as 6am and end as late as 11pm each day. Rotating on call duties with office staff.

Responsibilities will include; student safety, assist with the preparation of materials for programs, assist with in crafts, games, hikes, animal encounters, behavior management and other camp activities, assist with in the setup, clean up, and running of day programs as well as other clerical duties such as filing, data entry, correspondence, scheduling and other duties as assigned. Students vary in age from 12 – 18 years old.

DUTIES AND KEY RESPONSIBILITIES:

- Student Safety
- Preparation of materials for upcoming programs
- Assist with the running of games, crafts, animal encounters, hikes and more!
- Assist with behavior management
- Assist with the setup, cleanup and running of programs onsite
- Assist with the check in/out of students
- Research, data collection, and analysis
- Assist with final stewardship report

PREFERRED QUALIFICATIONS AND SKILLS:

- Experience working with children ages 12 – 18 years of age
- Background Check required (must be approved)
- Spanish Speaking
- Demonstrated use of computer applications, including but not limited to:
  - Microsoft® Office: Word, Excel, PowerPoint
- Must be enrolled in college level courses
- Comfort working around animals, plants, bugs, etc...
- Interest in STEM in Agriculture and Science Education
- Must have a valid driver’s license and good driving record
  - Will have to be Purdue van and car certified
• CPR certification preferred
• Bachelor degree required

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:

• This position is an office job, but will include outdoor activities. Physical requirements include standing, walking, sitting, typing, bending and lifting up to approximately 20 lbs.
• Must be comfortable working in all weather conditions

Start Date:
May 9th, 2016

End Date:
August 12th, 2016