

South Dakota FFA Internship Application

Employment Outline:

- November 4, 2024 through April 18, 2025

Salary:

- Pay will be \$4,000 for the whole internship. Monthly equal payments will be made on the 15th of each month.

Hour Expectations:

Interns will record and submit hours worked to the Leadership Program Manager monthly on the 1st day of each month using the provided Intern Time Reporting Sheet. Interns are expected to have 40 hours per month. However, some months may require more than this while others may require less. Each intern will be required to assist in office management duties for 2-3 hours a week. This will be done in conjunction with a class schedule and is flexible.

General Duties:

- Under the direction of the South Dakota FFA Leadership Program Manager (LPM), the intern will provide enhancement training for the state officer team that demonstrates trust, team leadership, positive conflict resolution, and constructive criticism and growth.
- Under the direction of the South Dakota FFA Leadership Program Manager (LPM), the intern will identify individual strengths in the state officers and build their effective workshop presentation techniques.
- Intern will be reimbursed for all supplies purchased, which will be in addition to the salary. When possible supplies should be purchased at Wal-Mart or Lowe's, where the SD FFA tax-exempt card should be utilized. Interns are encouraged to seek donated supplies, when practical (i.e., pencils or pens for leadership retreats).
- The intern(s) will at all times work under the direction and specific guidelines that the South Dakota FFA Leadership Program Manager (LPM) sets for curriculum, training or other assigned tasks.
- The intern(s) will assist in office management duties for approximately 2-3 scheduled hours per week.

Monthly Duties:

November:

- Assist with State Leadership CDE preparations and planning. (Scoring and Tabulations, Press Releases after event, General help)
 - Coordinate/Attend two district LDE contests to pilot new scoring/tabulations system
 - Work with CDE Committee Chair to update tabulations sheets

- Be in charge of all scoring and tabulations during State LDEs
 - Send final scoring results to FFA State Staff during State LDEs
 - After event help write press releases to be sent to the public
- Work with state officers to write and develop the District Officer Training curriculum and Legislative Breakfast program.
- Assist with media communications (i.e., press releases, newsletters) as assigned.
- Coordinate one “fun” team-building activity for the state officers.

December:

- Serve in a leadership role at State Leadership CDEs.
- Assist with media communications (i.e., press releases, newsletters) as assigned.
- Work with state officers on the Legislative Breakfast program and District Officer Training curriculum, as well as coordinate the needed supplies.
- Provide a list of all necessary information needed for the upcoming State Convention, and work with the State Officers and LPM/Executive Secretary to begin script/program/etc. work.
- Take part in State Convention Planning Retreat

January:

- Serve in a leadership role at Legislative Breakfast/District Officer Training.
- Assist with media communications (i.e., press releases, newsletters) as assigned. Develop activities and promotional items for advocacy events (farm shows, Ag Day at the Pavilion, etc.).
- Develop and update FFA Week materials.
- Oversee the selection/designation of Pre-Sessions/Workshops at State Convention

February:

- Plan and Prepare for Ag Adventure Zone
 - Organize activities to be held in the space
 - Find student workers
 - Be in attendance at Rodeo Rapid City
- Assist with FFA week activities and/or materials, as needed.
- Assist with media communications (i.e., press releases, newsletters) as assigned.
- Serve in a leadership role in preparing for State Convention.
- Coordinate one “fun” team-building activity.
- Assist in scholarship judging and selection

March:

- Serve in a leadership role in preparing for State Convention.
- Assist with media communications (i.e., press releases, newsletters) as assigned.

April:

- Serve in a leadership role in preparing for and during the State Convention.

- Assist with media communications (i.e., press releases, newsletters) as assigned.

Application Requirements:

- Recent Resume with relevant volunteer/job positions
- Class schedule for Fall 2024 and Spring 2025 and already committed to organizations/obligations/work commitments (Class schedule can be a screenshot, and the understanding is that your class schedule for Spring 2025 may change – that's acceptable and anticipated)
- Answer the following questions (please limit each question response to under 500 words)
 - What are your top strengths, and how do you hope to apply them in this position? (Please use your Gallup StrengthsFinder Strengths, if possible.)
 - What experience do you have with coaching, and what do you consider your personal coaching style?
 - How do you deal with conflict? Please share an experience you have had where you have been involved in a conflict and how you resolved it
 - What involvement have you had with the South Dakota FFA Association? How have you contributed thus far?
 - Please share your definition of leadership and how you would apply that to serving as a South Dakota FFA Association Intern.
- Please provide a one-page reference letter from one of the two parties below, and contact information for both:
 - Someone you have individually coached or mentored on a project or in a leadership position: Please have them speak to how you served them as a coach/mentor and your personal ability to create connections, give constructive feedback, and encourage them towards their personal goals
 - Someone who has overseen you in an employment/internship position: Can be a boss, supervisor, manager, professor, etc. Please have them speak to your ability to manage time, work with varying parties, manage conflict, etc.

All applications should be sent to South Dakota FFA Leadership and Program Manager, Caroline Hansen, at Caroline.Hansen@sdaged.org by Friday, October 25th at 11:59pm.