



NEX-GENERATION

Round Up for Youth, Inc.

2019 Nex-Gen Internship Application

Step 2 of 3

2019 Participating Businesses and Organizations

Listed alphabetically by County, then Business name.

INSTRUCTIONS: Please check the position(s) to which you are applying:

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- ☐ **Cheyenne County Development Corp**
St. Francis, Cheyenne County

This internship provides a behind-the-scenes experience of the economic development world in a small community, and will include some travel to other communities and at least 1 overnight stay. Basic computer and phone skills are required, as the intern will interact with the local business community both on the phone and in person.

- ☐ **Cheyenne County Hospital**
St. Francis, Cheyenne County

An intern with Cheyenne County Hospital will have the opportunity to "float" between departments and health services to learn about each one and assist within those departments, as his or her skillset allows. He or she will perform hands on patient care/assistance, desk work, and be involved in whatever is going on in the facility that leads them toward learning goals. All experiences will lead to the intern's deeper understanding of healthcare careers.

- ☐ **Tri-State Antique Engine and Thresher Association**
Bird City, Cheyenne County

At Tri-State Antique Engine & Thresher Association, we are seeking an intern to write computer programs which will allow us to identify, locate serial numbers, inventory, catalog, and label - including QR codes - on our large collection of antique steam engines, tractors, farm implements, household items, and other collectibles on our Show Grounds. The intern will also be responsible for updating our membership lists with current contact and mailing information.

- ☐ **Cloud County Community College**
Concordia, Cloud County

Cloud County Community College is seeking an intern to update and create web pages for the college. The student would be instrumental in helping us reach community members and students seeking higher educational opportunities in all regions we serve, including the online community. If you are interested in web design, this may be the perfect position for you.

- ☐ **Modern Woodmen of America**
Concordia, Cloud County

Our intern will be located in our Concordia office. He or she will work alongside our financial advisor, Tammy Forshee; assist with scheduling and attending client appointments; assist with monthly Fraternal events in surrounding towns; and attend weekly Chamber Coffees. This position includes significant driving time, but always with the advisor. The intern will become familiar with the many financial planning and life insurance products available in the industry.

- ☐ **Decatur County Museum**
Oberlin, Decatur County

The Decatur County Museum's intern will help update our website and make short videos featuring our fifteen buildings and many historical items. The intern will also assist in teaching current staff members more about social media and how to generate more interest among youth in the museum and the history of both Decatur county and the state of Kansas.

- ☐ **Foote Cattle: Decatur County Beef (Oberlin)**
Decatur County

Foote Cattle, at each of its three sites, (Hoxie Feedyard, Decatur County Beef, and Pioneer Feedyard), is excited to offer hands-on experiences to local, area youth. We are seeking interns, age 18 and over, who are

interested in the cattle business, whether riding a horse, using veterinary skills, running and operating heavy equipment, trucking, working closely with animals, performing animal/animal nutrition research, or using various forms of agriculture/animal technology. Our tradition of excellence continues with steadfast commitment to our employees, the community, animal and land preservation, advanced feeding technology, gain efficiency, and the production of quality beef.

- ☐ **D&L Body Shop LLC**
Hays, Ellis County

Position has been filled.

- ☐ **Nex-Tech**
Hays, Ellis County

As a graphic design intern in our creative solutions department, you will work with the marketing and media teams to create innovative materials to promote Nex-Tech and Nex-Tech advertising client materials. The position will be located in Hays. Applicants must be college students majoring in a graphic design or related field of study.

- ☐ **Sunflower Bank NA**
Hays, Ellis County

Sunflower Bank of Hays is seeking a student, age 18 or older, for a summer internship position. Our intern will learn a variety of hands-on skills in the banking industry, including working with cash; handling a teller drawer; and using customer service and sales skills. In addition, he or she will develop interpersonal relations with different departments and lines of business within the bank, such as loans, treasury management, upper management, and mortgages.

- ☐ **Theraplay Learning Center, LLC**
Hays, Ellis

Theraplay Learning Center is headquartered in Norton, Kansas. We have recently opened a second clinic in Hays, Kansas, where we provide physical and occupational therapy services to children (0 to 21 years of age). We are seeking an intern in Hays to assist with transitions of children in and out of the clinic, help with back-office tasks (filing, organizing, laminating, and making visuals) and help with preparations and cleanup of activities with children.

- ☐ **Ellsworth County Medical Center**
Ellsworth, Ellsworth County

Position has been filled.

- ☐ **USD 292 - Wheatland**
Grainfield, Gove County

USD 292 - Wheatland is seeking a student intern to become involved in planning and development activities for the 2019-20 school year. The intern will assist the superintendent, principal, and other staff members through active involvement in strategic planning, development and implementation of new and existing ideas. The student intern will work in a hands-on role. This is a great opportunity for a student interested in further developing leadership, management, creativity, and project skills.

- ☐ **Graham County Hospital**
Hill City, Graham County

Someone with an interest in medical professions will love working at the Graham County Hospital this summer. You'll spend time in various departments, getting a first-hand look at all aspects of a hospital environment. Graham County Hospital provides a broad array of services, including patient care, medical records, patient billing, nursing, physical therapy, lab, radiology, and more. From hands-on learning to job shadowing, you'll see the variety of careers available in a rural hospital /clinic setting.

- ☐ **Livein' on a Prairie**
Hill City, Graham County

Livein' on a Prairie's intern will aid in increasing social media awareness and developing marketing strategies to increase brand awareness. He or she will update our website and make it more user friendly and visually appealing. Must be willing to assist in day to day operations, as well.

- ☐ **Mahin Insurance**
Mankato (Jewell County), Glen Elder (Mitchell County), or Munden (Republic County)

Our intern will learn the value of protecting their life and assets with insurance products. Other learning opportunities will include preparing professional documents, customer service, and filing. Our agency offers three locations from which our intern may report: Mankato, Glen Elder, or Munden.

- ☐ **Randall Farmers Coop Union**
Randall, Jewell County

The Co-op will focus most of the summer on the intern's field of study, but the intern may get exposed to all

areas of the business: grain, agronomy, feed, fuel, and accounting. Duties may include but are not limited to: customer service; receiving and shipping grain, fertilizer, and chemicals; grounds, elevator, and feed mill maintenance; service station assistance and vehicle maintenance; general operations; and several office projects.

- ☐ **Kansas Pregame**
Lincoln, Lincoln County

Position has been filled.

- ☐ **USD 298 - Lincoln**
Lincoln, Lincoln County

USD 298 Lincoln is looking for a student interested in working in an office environment. Our intern will receive visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately; answer, screen, and forward incoming phone calls; receive and sort daily mail; update calendars; and schedule meetings. He or she will also work with spreadsheets and other databases to transfer data from paper formats into computer files or database systems. The candidate should be excellent at using the keyboard and creating spreadsheets with large numbers of figures without mistakes. He or she will be responsible for verifying data by comparing it to source documents and updating existing data, such as inventory. The intern will assist with the summer food program, sponsored by the Lincoln County Hospital. Primary responsibilities during the lunch program will be setting out the lunch items, supervising the children attending and assisting with clean up.

- ☐ **Foote Cattle: Pioneer Feedyard (Oakley)**
Logan County

Foote Cattle, at each of its three sites, (Hoxie Feedyard, Decatur County Beef, and Pioneer Feedyard), is excited to offer hands-on experiences to local, area youth. We are seeking interns, age 18 and over, who are interested in the cattle business, whether riding a horse, using veterinary skills, running and operating heavy equipment, trucking, working closely with animals, performing animal/animal nutrition research, or using various forms of agriculture/animal technology. Our tradition of excellence continues with steadfast commitment to our employees, the community, animal and land preservation, advanced feeding technology, gain efficiency, and the production of quality beef.

- ☐ **Logan County Community Foundation**
Oakley, Logan County

Logan County Community Foundation is seeking a student intern to help develop our new, Community Development program. The position involves research, writing, and community development work. Additional responsibilities may include assisting with website or phone app development if the candidate has experience with these. College student preferred.

- ☐ **Uhrich Law Firm P.A.**
Oakley, Logan County

The student will assist with open court cases (both county prosecution and private defense work). Tasks will include calendaring, office work, court appearances, client meetings, and research.

- ☐ **Cunningham Telephone & Cable**
Glen Elder, Mitchell County

Position has been filled.

- ☐ **Mitchell County Hospital Health Systems**
Beloit, Mitchell County

We are looking for high school students or recent graduates who are interested in a healthcare field. The right candidate will be trained to be a nursing assistant on our medical/surgical unit. This candidate could also be eligible for an additional scholarship toward certification for nursing assistant and/or for further education as a Licensed Practical Nurse or Registered Nurse.

- ☐ **NCK Tech**
Beloit, Mitchell County

Intern will help the network administrator conduct day-to-day activities of maintaining the college network. Some work will include: computer construction and repair; loading operating systems; cabling; working with wireless devices; network troubleshooting; and server maintenance. The intern will also help with supporting staff and students in accessing different software and web applications. Outside and inside work is required; some day trips also required.

- ☐ **OCKK Beloit Regional Office**
Beloit, Mitchell County

At OCKK, we provide support for people with intellectual developmental disabilities. Our intern will help teach and develop classes on independent living skills, relationships, advocacy, and more. He or she will gain experience and develop relationships within the community by sending out service improvement surveys to individuals, families, and staff.

☐ **City of Norton**

Norton, Norton County

Intern will work with the Public Works Department, performing a variety of routine maintenance and construction tasks. Work will include mowing and trimming, painting, traffic control, assisting with water line replacement, refuse collection, and assisting other departments with general maintenance, when needed.

☐ **Guardian Home Health, LLC**

Norton, Norton County

This position will introduce the intern to the business of home healthcare services and many of its back-office tasks. The successful candidate will be exposed to most aspects of the business to include: operations, marketing and business development, such as social media, administration, compliance matters, as well as patient and client care. This opportunity will expose the intern to both the business and client services sides of the organization. The successful candidate will walk away understanding many foundational principals of running a healthcare business. Basic computer aptitude with Office 365 applications like Word and Excel desired.

☐ **Northwest Kansas Library System**

Norton, Norton County

NWKLS provides varied experiences for our summer intern. One day, we will be checking books out to libraries, processing interlibrary loan requests, and offering a story time to preschoolers. The next day, we may be traveling to five of our member libraries, delivering rotation items, offering a continuing education event, or processing Kansas Library Association Memberships. The intern will have an opportunity to learn what libraries do, their value to local communities, and how non-profit/governmental organizations operate.

☐ **Norton County Community Foundation**

Norton, Norton County

The Norton County Community Foundation works on community development projects in Norton County, Kansas. Summer interns participate in a large, variety of projects and events, including special event planning, fundraising, program/event development and implementation, community leadership meetings, and office management opportunities.

☐ **Norton County Hospital**

Norton, Norton County

The selected intern will have hands-on experience in the many departments at Norton County Hospital. Departments could include, for example, nursing, family practice (shadowing medical staff), rehabilitation, radiology, lab, purchasing, health information management, infection prevention, foundation, human resources, IT, and many more. The intern will rotate through the various departments during the summer, with the most time focused on his or her interest areas in healthcare.

☐ **Theraplay Learning Center, LLC**

Norton, Norton County

Position has been filled.

☐ **Nex-Generation Round Up for Youth, Inc.**

Lenora, OPEN County

Nex-Generation is seeking a high school or college student to assist with a variety of work, from planning and updating youth programs and materials, to fundraising, to helping maintain social media platforms for the organization. Position reporting location may be flexible, depending upon the applicant's location. Examples may include, but not be limited to, Lenora, Norton, Hill City, or Hays.

☐ **Domoney's Furniture & Funeral Home**

Downs, Osborne County

Our intern will help with day-to-day projects, furniture deliveries, mowing, upkeep on the furniture and funeral buildings, customer service interaction and promoting the furniture business.

☐ **K & W Meat Processing**

Natoma, Osborne County

An intern with K & W Meats will assist with processing meat for customers and perform general cleaning.

☐ **The Farmers Bank of Osborne**

Osborne, Osborne County

Position has been filled.

☐ **All Smiles Dental Care**

Minneapolis, Ottawa County

An intern in our office would have the option to do a few different positions. One position may be as a

receptionist and scheduling coordinator in our practice. They would greet patients, answer the phones, gather insurance information and confirm appointments. Another option may be to have them help us with special projects like designing oral health information packets. On the other hand, they may be able to help us with some ordering of dental supplies, setting up patient rooms and assist in charting with patients.

- ☐ **B & B Redimix, Inc.**
Phillipsburg, Phillips County

At B & B Redimix, we are seeking a student who can do oil changes and perform other basic engine services. The individual must be willing to assist and learn from our experienced mechanics, and must be willing and able to clean the shop to ensure safe working conditions.

- ☐ **Black Dog Veterinary Services and Suchsland Veterinary Services Inc.**
Stuttgart, Phillips County

Our intern will split time between the 2 practices, working directly with the vet on house/farm calls, client communication, and book work. By the end of the summer, he or she will have a working knowledge of practice management software, basic business principles, and entry-level knowledge of veterinary medicine.

- ☐ **Farmers & Ranchers Outlet, LLC**
Phillipsburg, Phillips County

Our intern will take over the daily upkeep of the retail website, stocking and pricing retail inventory, and day-to-day business tasks. He or she will also get hands-on experience with animal nutrition and health. Must be 18 years old at the time of hire, due to use of forklift and lifting 50-pound bags.

- ☐ **H & R Block**
Phillipsburg, Phillips County

Our student intern will develop hands-on skills, working in an office environment. Duties will include, but not be limited to, answering the phone, taking messages, filing, and performing entry-level bookkeeping.

- ☐ **Midwest Family Health**
Phillipsburg, Phillips County

Midwest Family Health is interested in an intern studying and/or interested in marketing and graphic design. The internship would include assisting managers with marketing plans and strategies. The intern would additionally be assisting with design of various forms of marketing materials and templates including brochures, tri-folds, bi-folds, bag and statement stuffers, and various signage.

- ☐ **My Phillips County Online**
Phillipsburg, Phillips County

Our intern will assist in website maintenance and add news stories and events to the site. He or she will also assist with two, weekly web show broadcasts, as well as with marketing and advertising, covering local news and events either with live video feeds or photography.

- ☐ **Phillips County Economic Development Foundation (PCED) - TechSpace**
Phillipsburg, Phillips County

PCED is seeking an intern to assist with the start-up of TechSpace, a community tech learning facility. Our intern will oversee the following: installation, setup & testing of curriculum based coding software on new iMac workstations (18); installation of software and applicable hardware for a robotics lab; project design; development of an operational manual for lab supervisors; and other related activity. The successful candidate will have applicable technical, organizational, and communication skills, and a strong passion to enhance rural tech projects.

- ☐ **Phillips County Health Systems**
Phillipsburg, Phillips County

We will select up to 4 student interns for a unique opportunity to gain hands-on experience in a variety of healthcare situations. Each will be given the opportunity to develop meaningful relationships with members of the PCHS staff that may prove instrumental in securing competitive slots in institutions of higher learning. By the conclusion of the summer program, the intern(s) should be able to better ascertain the proper healthcare field for them and their best possible career path.

- ☐ **Phillips County Historical Society - Fort Bissell Museum**
Phillipsburg, Phillips County

Phillips County Historical Society is seeking a summer intern for the Fort Bissell Museum. The student will assist with tours, children's activities, marking and cataloging artifacts, and assisting with general duties, including cleaning, scrapbooking, blogging, preparing for events, and making videos for virtual tours.

- ☐ **Phillipsburg Child Care Center**
Phillipsburg, Phillips County

We are looking for an intern to assist with the opening of a brand new, community child care center in Phillipsburg. The successful applicant will receive a comprehensive, hands-on learning opportunity, being

involved with all operations of the facility, from general child care to a cross section of administrative and operational activities. The center provides care for children from infant through school age. Preference will be given to candidates age 18 who have received a high school diploma.

- ☐ **Prairie Horizon Agri Energy, LLC**
Phillipsburg, Phillips County

Position has been filled.

- ☐ **Scott-McCoppin Book Store LLC**
Phillipsburg, Phillips County

An intern with Scott-McCoppin will help develop and implement a lunch program for Hometown Town Ground Coffee & Gifts. This would include, but not be limited to, menu development, pricing, kitchen setup, advertising, and more.

- ☐ **Sign Solutions**
Phillipsburg, Phillips County

Sign Solutions is seeking a qualified graphic design student to assist with design projects, sign making, laser engraving, and screen printing. General duties will also include cleaning, sorting, scanning, and filing. Some heavy lifting may also be involved.

- ☐ **Trinity Ag, LLC**
Smith Center, Phillips/Smith County

An intern with Trinity Ag, LLC will have the opportunity to learn a little about each department of the cooperative: feed, grain, energy, and agronomy. The intern will also be able to help with various harvest duties, meet producers, and gain knowledge on daily activities, as well as get a glance of the major events that take place throughout the changing seasons (harvest, contracting fuel, animal health needs, etc.).

- ☐ **Rawlins County Health Center**
Atwood, Rawlins County

An intern with Rawlins County Health Center will be able to develop skills in a variety of areas. We will focus primarily on his or her areas of interest, but will also rotate him or her through several departments for added growth and exposure to different aspects of healthcare and our facility.

- ☐ **SureFire Ag Systems - Electrical Engineering Intern**
Atwood, Rawlins County

SureFire Ag Systems is a manufacturer of liquid application and control systems for agriculture. We are seeking an Electrical Engineering student currently enrolled in Electrical or Computer Engineering classes. Student should have an interest in working on circuit board design, software, and trouble-shooting. Software experience preferred.

- ☐ **SureFire Ag Systems - Marketing Intern**
Atwood, Rawlins County

SureFire Ag Systems in Atwood is seeking a Marketing Intern for the summer! He or she will be given 2-4 projects to execute during the internship. Projects may include working with a video production company to develop sales and marketing materials for launch of new products; updating product catalog and brochures by either working with a contract layout designer or independently, depending upon experience with Adobe Creative Suite; interviewing SureFire customers and developing a customer profile series that tells their stories; and preparing for a trade show.

- ☐ **SureFire Ag Systems - Mechanical Engineering Intern**
Atwood, Rawlins County

SureFire Ag Systems is seeking a Mechanical Engineering student for a summer internship opportunity. Candidate should be interested in Ag Engineering and have taken Mechanical or Agricultural Engineering classes and be familiar with SolidWorks. Position will include hands-on assembly and engineering testing.

- ☐ **C & C High Tunnel Farms**
Scandia, Republic County

We are looking for an intern to help with marketing, planning, and organization. The successful candidate will be responsible for updating social media, radio ads, and weekly newsletters. He or she will be asked to do research on Kansas products; organize weekly box meals; keep our CSA list updated; and a variety of other tasks.

- ☐ **Coles Appliance Center**
Belleville, Republic County

We sell and service household appliances. Our intern will help with deliveries and learn the basics of appliance repair and electronic diagnoses.

- ☐ **Polansky Seed, Inc.**
Belleville, Republic County

Bellefonte, Republic County

Our intern will learn all aspects of our local family-owned business. He or she will become an integral part of our family business, learning about everything from bagging/processing seed to working with the manager and owner of the company on regulations. Our student becomes a team leader in our organization, going out across our 3-state selling area on day trips with sales team members to learn the communication and people skills of selling, while also working with managers on coordination of truck shipments, ordering, and seed production from the field to the bag.

- ☐ **Swedish-American State Bank**
Courtland, Republic County

Position has been filled.

- ☐ **Plainville Recreation Commission**
Plainville, Rooks County

During the summer, Plainville Recreation Commission (PRC) is always busy. Our intern will help the PRC with operating the fitness center, assisting with supervising the baseball season, and preparing for future seasons. This work includes sports/membership management, facility maintenance, and financial planning.

- ☐ **Plainville Times**
Plainville, Rooks County

If you are a student who is interested in communications, this is an excellent opportunity for you! Our intern will work side-by-side with us to learn the community newspaper environment, from news gathering, to photography (shooting, downloading and editing photos), to deciding what is the best way to express the message we are sharing with our readers, and more. This position is one of responsibility and active participation in gathering and presenting the news. Be ready to grab a camera and catch a shot, as well as use your creativity to find human interest articles and photos. You may even find you've been handed a regular 'beat' to keep track of throughout the summer.

- ☐ **Rooks County Holdings, LLC**
Stockton, Rooks County

Rooks County Holdings operates and develops apartments. Our intern will work in our corporate office in Stockton, assisting the owner by researching and completing assigned projects related to property management and/or real estate.

- ☐ **Stitch and Chatter**
Stockton, Rooks County

Our intern will gain hands-on experience helping with online business, newsletter, and website updates. He or she may also be involved in the day-to-day operation of the business as a clerk and teachers' helper when we have classes at the shop.

- ☐ **Stockton Recreation Commission**
Stockton, Rooks County

Our intern will assist with the workflow of the recreation center and sports; help maintain the facility and fields; and assist in planning programs, making schedules, and gathering forms. They may also assist as a referee, umpire, or scorekeeper at various events. Additional administrative duties may include assisting with financials, budgeting, marketing, project planning, and grant writing.

- ☐ **Twig & Vine, LLC**
Stockton, Rooks County

We are seeking a student with a love for creativity and design to fill our internship position. Twig & Vine is a design and floral shop in Stockton. Our intern will work in all aspects of the shop, including interior design, and will learn about running the day-to-day operations of a small business.

- ☐ **EJ Livestock**
LaCrosse, Rush County

EJ Livestock is a family farming operation that focuses on livestock production. Our intern will work alongside our family, as we synchronize cows for embryo transfer and raise show pigs and goats. We will be feeding, vaccinating, setting up forage trials, haying, maintaining equipment, managing pastures, performing carcass evaluations, welding-cutting, and more. Intern(s) will gain a full understanding of Production Ag, with no prior experience necessary, just a good attitude and a valid driver's license. Flexible hours, housing, and on-the-job transportation is available.

- ☐ **City of Russell**
Russell, Russell County

We are looking for a college junior, senior, or graduate student to work with the City, Russell Main Street, and Economic Development to come up with a marketing plan to help market the City of Russell and the downtown area. All 3 are working on a new streetscape downtown and need help marketing this new idea along with the entire city.

☐ **OCKK Transportation**

Salina, Saline County

Our intern will help manage our website and social media accounts, and create fliers and other marketing materials. He or she will also assist with community needs surveys and help convert the office to a paperless system by organizing and scanning files and documents, as well as assist with other office tasks, as needed.

☐ **Sharp Performance**

Salina, Saline County

Sharp Performance in Salina is in search of an intern who can help with the growth of its ever-expanding fitness and performance company. Our intern's responsibilities may include, but may not be limited to, front desk coverage at our new gym in Salina; assistance with event management; marketing; and more.

☐ **Foote Cattle: Hoxie Feedyard (Hoxie)**

Hoxie, Sheridan County

Foote Cattle, at each of its three sites, (Hoxie Feedyard, Decatur County Beef, and Pioneer Feedyard), is excited to offer hands-on experiences to local, area youth. We are seeking interns, age 18 and over, who are interested in the cattle business, whether riding a horse, using veterinary skills, running and operating heavy equipment, trucking, working closely with animals, performing animal/animal nutrition research, or using various forms of agriculture/animal technology. Our tradition of excellence continues with steadfast commitment to our employees, the community, animal and land preservation, advanced feeding technology, gain efficiency, and the production of quality beef.

☐ **Hoxie Implement**

Hoxie, Sheridan County

Ag internship opportunity! Our intern will assemble new center pivot irrigation systems and learn to repair drive train and electrical issues on those systems. He or she will also perform structural repairs on damaged equipment and install technology items, such as monitoring systems.

☐ **Hoxie Recreation (City of Hoxie)**

Hoxie, Sheridan County

Our intern will gain hands-on experience as a recreation director assistant. The duties will include membership management; facility maintenance; financial planning/management; website development; event planning, scheduling, and supervision; advertising; assisting with the summer food program, and more.

☐ **The Elephant**

Hoxie, Sheridan County

Our intern will learn classic cooking techniques and how to work in a professional kitchen setting. This would include prep work, operating the line for lunch or dinner service, and possibly some administration work.

☐ **City of Goodland**

Goodland, Sherman County

At the City of Goodland, our intern will be responsible for planning and carrying out an excellent social media presence for the city and economic development office. He or she will be directly engaged in a variety of other projects that center on youth engagement and entrepreneurship for the city and county.

☐ **Colby Community College**

Colby, Thomas County

The CCC Student Account office is seeking a summer intern to assist with data entry; answering account-related questions from students and parents; answering telephones; returning calls; and receiving and sending emails from the office. During the summer months, this is not a sleepy office: we have 5 summer start dates for classes. This is an excellent opportunity for a student to learn the interworkings of a college environment and how to navigate their own college experience with confidence!

☐ **Thomas County Attorney's Office**

Colby, Thomas County

Our intern will become an essential part of the Thomas County Attorney's office. We work with attorneys, judges, police, sheriff, probation officers, and all of the County Government entities. Our intern will assist in preparing cases to be filed, interacting with law enforcement, attending court, answering the phone, and performing other office tasks, as well as job shadowing. Confidentiality is mandatory. A criminal background check will be ran as part of an internship offer. Proficiency in Microsoft Word, typing/keyboarding, and customer services skills is required.

☐ **Thomas County Historical Society - Prairie Museum of Art & History**

Colby, Thomas County

The Thomas County Historical Society is seeking an intern for two main projects: 1) help with the historical preservation of documents through scanning newspaper photograph negatives, documents, and photographs and entering them into the museum database; and 2) assisting with the development of QR codes and other

digital technologies to expand access to exhibits, including adding audio and video clips, photographs, and other enhancements.

☐ **City of WaKeeney**

WaKeeney, Trego County

Our intern will work with our Parks Department in maintaining our parks and cemetery grounds each morning. In the afternoons, the intern will assist our swimming pool manager at the WaKeeney Water Park with training, customer service, and other administrative duties at the pool.

☐ **Shiloh Vineyard**

WaKeeney, Trego County

We are seeking a student to assist with our vineyard, from working outdoors (agronomy, yard and vineyard maintenance) to indoors (events and event planning, such as weddings, anniversaries, and others) throughout the summer. While students age 16 and over may apply, only candidates age 21 or over will be able to work in the wine-testing/tasting aspects of the business.

☐ **WaKeeney KOA**

WaKeeney, Trego County

Position has been filled.

☐ **Western Cooperative Electric**

WaKeeney, Trego County

If you are looking to expand your IT knowledge, this may be the perfect internship for you! Western Coop's intern will assist with wiring and GIS projects. They will help maintain VMWare cluster; offer IT support to employees; assist with AMI monitoring; and maintain website and Facebook pages. Knowledge of Microsoft Office 2016 is required. Willingness to learn new technologies is a must.

☐ **Nolan Cox Farm & Seed**

Weskan, Wallace County

Seeking a student to help with a growing agriculture-based business! Our intern will assist with general farming activities and seed sales. Tasks may include farm machinery maintenance, seed stacking and inventory, irrigation equipment maintenance, shop maintenance, and the opportunity to learn farm equipment operation.

☐ **Wallace County Foundation**

Sharon Springs, Wallace County

Our intern will assist with preparing newsletters and articles, updating addresses, and developing promotional and creative projects, including a booth at the Wallace County Fair. The intern will be using computer, organizational, and communication skills, and will be proficient in time management.

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