



Equity Cooperative Livestock Sales Association

Market Internship Program

Objective:

Equity Cooperative Livestock Sales Association is committed to promoting and engaging youth in the agricultural industry. Young students participating in the Equity Cooperative Livestock Sales Association market internship program will become familiar with the cooperative structure, the importance of livestock marketing as it relates to the agricultural community, and the career paths available through hands-on training. With Equity Cooperative Livestock Sales Association's educational support, we can assist in developing the future agricultural leaders of the Cooperative and ensure its sustainability for future livestock producers.

Qualifications:

A student must have the following qualifications to be considered for an Equity Cooperative Livestock Sales Association market internship:

1. Age 16 years or older
2. Ability to read/write in English
3. Seeking an internship for educational credit or experience, not to exceed 90 consecutive days
4. Prior livestock handling experience
5. Computer knowledge helpful
6. Ability to walk/stand/bend/climb/squat/sit/push/pull/grasp/lift frequently
7. Attention to detail
8. Positive attitude and great work ethic

Expectations:

All interns will:

- Follow Equity Cooperative Livestock Sales Association's company and safety policies.
- Strive to meet the requirements of the internship program, as established by the educational institution and/or Equity Cooperative Livestock Sales Association.
- Receive hourly compensation for all responsibilities assigned by the manager.
- Not receive any paid time off or company benefits. Any absences may affect internship completion.
- Have availability Monday-Friday and hours will vary, depending on the sale day volume or other marketing activities.
- Report to the Baraboo corporate office for a required one full day of livestock handling and cooperative training. Training must be completed to fulfill any internship requirement. **Date to be determined.**
- Complete an evaluation form prior to the end of the internship.
- Receive a completed market manager evaluation form prior to the end of the internship.



Understanding the Market:

Equity Cooperative Livestock Sales Association is open to supporting your specific internship requirements or working with you to create a plan to meet an internship objective. Our goal for you is to understand the functions of a cooperative and the various positions involved to make the market successful.

The positions we will have you learn on-the-job include, but are not limited to the following:

- **Yard Worker**
 - Unloading/Loading livestock
 - Penning/chasing livestock
 - Cleaning pens, alleyways, and unloading/loading areas
 - Exhibit acceptable animal handling skills
- **Dock-in Clerk**
 - Accurately record seller information, headcount, species code, backtag, and notes
 - Communicate with co-workers to verify information
 - Provide excellent customer service to patrons
 - Exhibit ability to multi-task
 - Basic computer and keyboarding skills required
- **Auction Clerk/Weighmaster**
 - Enter accurate headcount, species code, backtag, price, and buyer information from auction ring
 - Communicate with co-workers to make corrections
 - Balances scale in accordance with Packers and Stockyards regulations
 - Maintain confidentiality and be professional
 - Provide excellent customer service to patrons
 - Exhibit the ability to multi-task and remain calm under pressure
 - Basic computer and keyboarding skills required
- **Office Helper**
 - Assists with the operation of the livestock market office including:
 - Day to day operations, such as handling the market's mail, maintaining livestock ID records, managing office supply inventory, maintaining office machines
 - Assist with accounting functions, such as invoicing, issuance of checks, processing stop payments, and deposits.
 - Update and verify headcount, species code, backtag, and enter price and buyer information from auction ring
 - Provides excellent customer service to all patrons
 - Maintain confidentiality, professionalism, and a positive attitude
 - Exhibit ability to multi-task and good organizational skills
 - Basic computer and keyboarding skills required

We hope you will consider a market internship with Equity Cooperative Livestock Sales Association!

For more information or to complete an internship application, please contact your local Equity Cooperative Livestock market manager or Human Resources at (608) 356-8311, ext. 150. or email Dionne Bulin, Director of Human Resources, at dbulin@equitycoop.com.