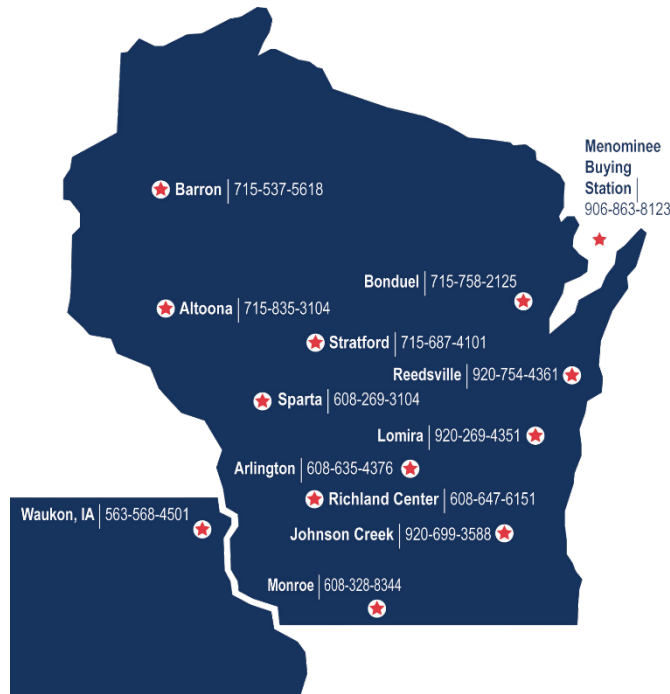


Office Helper

- 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 additional information regarding the program or to receive an application, please contact:

Human Resources at 608-356-8311, ext. 110 or email Aimee Comte, Human Resources, at acomte@equitycoop.com.



P.O. Box 1003 • Baraboo, Wisconsin 53913
608.356.8311 • 800.362.3989 • Fax 608.356.0117
www.equitycoop.com

EQUITY COOPERATIVE LIVESTOCK SALES ASSOCIATION

Market Internship Program



on the farm ~ in the market ~ working together

Equity Cooperative Livestock Sales

OBJECTIVE

Equity Cooperative Livestock Sales Association is committed to promoting and engaging youth in the agricultural industry. 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 future agricultural leaders of the Cooperative and ensure its sustainability for future livestock producers.

QUALIFICATIONS

A student must meet the following qualifications to be considered for a market internship:

1. Sophomore, Junior or Senior with current enrollment in Technical College or Undergraduate Degree Program
2. Seeking an internship for knowledge and experience, not to exceed 120-consecutive days. Starting in May 2024
3. Attention to detail with a positive attitude and great work ethic
4. Prior livestock handling experience helpful
5. Ability to walk/stand/bend/climb/squat/sit/push/pull/grasp/lift frequently
6. Ability to read/write English
7. Computer knowledge helpful

EXPECTATIONS

Prior to start of internship:

- Report to the Baraboo Corporate Office for a required one full day of livestock handling and cooperative training. Required training must be completed to fulfill any internship program requirement.

During Internship Program:

- Follow Equity Cooperative Livestock Sales Association's company and safety policies.
- Strive to meet the requirements of the internship program.
- Receive hourly compensation for all responsibilities assigned by the manager.
- Will not receive any paid time off or company benefits.
- Have availability Monday-Friday and hours will vary, depending on the sale day volume or other marketing activities.

Completion of Internship Program:

- 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.

EXPERIENCES AT 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 internship program is designed to give you valuable experience across a wide range of cooperative positions. Duties will 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