

<https://lafayette.extension.wisc.edu/>

## **Lafayette County 4-H Summer Inter Position**

**Employment Period:** 10 Weeks (late May/early June – mid-August) Start and end date are flexible

**Summary:** Under the general direction of the 4-H Youth Development Educator and County Support Staff, this position is designed to support and expand 4-H youth development opportunities and other knowledge of youth development programs, volunteer development, community partnerships, office operations and UW-Extension. This summer position provides valuable pre-professional experience for educational, agricultural, and community-based careers.

### **Position Responsibilities:**

- Serve as an educational resource and assist in providing leadership to the 4-H Ambassadors and 4-H Adult Leaders Association as they plan fundraising and promotional activities throughout the summer.
- Assist Support Staff with office clerical duties, as needed, including mailing, registration and result entries, evaluation tabulations, and newsletter formatting.
- Attend 4-H Ambassador and select committee meetings, most of which occur on Sundays.
- \*\*Summer of 2021 might look different (due to COVID) – and most of the programming will occur virtually and/or in small groups. Some of the possible duties could include:
  - Assist in the logistical support of the Lafayette County Fair and other judging competitions, as educational experiences for junior exhibitors, including:
  - Being present at the county fair and provide assistance and leadership to youth judging and scheduled events, as needed
  - Transporting non-animal exhibits to and from state fair, if needed
  - Assist with Area Animal Science Days as needed
  - Provide assistance and leadership, as needed to youth teams and coaches attending Area Animal Science Day
  - Assist with 4-H Camp (logistics before and attend camp as a chaperone)
  - Assist with logistics and possibly chaperone State 4-H Youth Conference in Madison
  - Develop, implement and evaluate a 3-4 part summer outreach teaching experience, for elementary age youth, in a 4-H project area of interest that builds life skills
- Comply with and document efforts related to UW-Extension initiatives and Civil Rights laws

### **Learning Opportunities:**

- Communication and marketing skills – news releases, newsletter, radio & social media
- Volunteer development skills – recruit, train and support youth and adult volunteers
- Teamwork skills – work with office colleagues to create greater unity and productivity
- Program development skills – plan, implement and evaluate a program
- Observe/accompany/assist Extension educators on Health & Well being and agriculture related programs and/or projects.

### **Position Qualifications:**

- Positive attitude and commitment to teamwork in collaborative environment
- Strong organizational and communications skills (oral and written)
- Ability to work well with adult volunteers and youth
- Ability to use Zoom platform and other virtual teaching platforms
- Ability to creatively and flexibly solve problems as they arise
- Ability to be self-directed and self-motivated
- Ability to work with people of diverse backgrounds
- Valid driver's license, access to car and own auto insurance
- Willingness to take an occasional evening and weekend assignment
- Knowledge of computer, Microsoft Office, Adobe Photoshop and Internet helpful
- Open to any student currently enrolled in higher education (technical college, 4-year College, etc.) Must have proof of next semester's enrollment at time of interview.
- Former member of Lafayette County 4-H will receive priority.
- Strong commitment to UW-Extension mission & 4-H Youth Development principles and practices

**Salary:** \$3500 paid as follows: (\$1500 paid at the beginning of the summer; \$2000 paid at the completion of the summer). Hours per week are flexible, depending upon work plan for the week. Lafayette County Finance Department will send a 1099 at the end of the year.

### **Application Procedure and Deadline:**

1. *Application due date:* March 26, 2021 (by 4:30 p.m.)
2. *Application Instructions:* To receive full consideration you must submit all of the following documents by the application deadline.
  - a. Cover Letter (up to one page) in which you summarize how your qualifications and professional aspirations match up to those of this position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, pre-professional work history, volunteer work, and any related life experiences in your response.
  - b. Professional Resume, including related education, work history, volunteer experience, and relevant 4-H or youth program experience.
  - c. Contact information for 3 professional references, including at least one person who has been your immediate supervisor. For each reference please indicate the nature of your relationship and include their title, e-mail address and telephone number.
3. *Application documents should be submitted to:*

Lafayette County UW-Extension  
1900 Ervin Johnson Dr. #3  
Darlington, WI 53530  
Phone: (608) 776-4820  
Lori.wick@wisc.edu

4. *Interviews will be held on Monday, March 29, 2021. Zoom times / link will be provided after application information is received.*