

Job Title: 4-H Summer Intern
Hours: Approximately 10 weeks (late May/early June through August).
Salary: \$3,500 Scholarship to be paid as follows; \$1,500 will be paid at beginning of summer for living expenses, \$2,000 will be paid at completion of summer internship.
Department: Lafayette County Extension
Reports to: 4-H Youth Development Educator & Extension Secretary
Position Purpose: To support and expand 4-H youth development opportunities, knowledge of 4-H programs, office operations, and community partnerships.

Position Responsibilities:

- Serve as an educational resource and assist in providing leadership.
- Assist Extension Secretary with office clerical duties, as needed, including mailing, registration and result entries, evaluation tabulations, and newsletter formatting.
- Attend select committee meetings (evenings and weekends).
- Assisting in the support of larger 4-H events.
- Assist with 4-H Camp (pre-planning and attend camp (June 20-23, 2023).
- Develop, implement, and evaluate a summer outreach teaching experience, for elementary-age youth, in a 4-H project area.
- Comply with and document efforts related to UW-Madison Extension initiatives and Civil Rights laws.

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 solve problems creatively.
- 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 occasional evening and weekend assignments.
- 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 the time of interview.
- Strong commitment to UW-Madison Extension mission & 4-H Youth Development principles and practices.

Learning Opportunities:

- Communication and marketing skills – news releases, newsletter, radio & social media.
- Volunteer development skills – recruit 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.

Application Procedure and Deadline:

Application due date: May 15, 2023 (by 5:00 p.m.). Interviews will be held during the week of May 15th.

Application Instructions: To receive full consideration you must submit **all** the following documents by the application deadline.

- a. Cover Letter (maximum: 1-page) - Summarize how your qualifications and professional aspirations align with this position. Please use formal education, pre-professional training or work experience, volunteering, or related life experiences. (Please note: Responses will be evaluated for content, as well as professionally written communication skills (i.e., grammar).
- b. Professional Resume – Include: Education, Work History, Volunteer Experience(s), and relevant 4-H or Youth Program experience.
- c. Professional References (3) - Include at least one person who has been your immediate supervisor. For each reference, indicate the nature of your relationship including their title, e-mail address, and telephone number.

Application documents should be submitted to:

UW-Madison Division of Extension – Lafayette County
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Darlington, WI 53530
(608)776-4820
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