RUSK COUNTY JOB POSITION/DESCRIPTION

POSITION:  4H & Youth Development Program Intern

Hourly Rate: $12.50

General Summary:

The 4-H & Youth Development Program Intern works with the Rusk County Extension 4H & Community Youth Development Educator – to advance programming for youth. The Intern will assist the Educator in delivering education programs and support an integrated, vibrant 4H & youth development program that meets the unique and challenging needs of the youth and adult volunteer audience in Rusk County. Ideal candidates will have an interest in youth programming (K-12 grade) and/or a background in 4H, and be pursuing a degree in a related field.

MINIMUM REQUIREMENTS

- High School diploma, GED, or equivalent.
- Proof of insurability and current driver's license.
- Educational background in youth and family related programs with demonstrated education facilitation skills
- Ability to work both independently and as a member of a team to plan, implement, and evaluate community-based, non-formal educational programs that reach and are accessible to a diverse audience
- Ability to teach and communicate ideas effectively verbally, in writing, and through educational technologies to adults and youth
- Demonstrated willingness to learn on an ongoing basis
- Ability to adapt to changing programming and workplace priorities
- Basic computer skills including the ability to use word processing and navigate the internet. Microsoft Office Suite experience is preferred.
- Strong interpersonal skills in a team setting and on an individual basis
- Ability to work flexible hours including weekends, evenings and overnights

PREFERRED REQUIREMENTS

- Ability and willingness to work outdoors, especially in a camp setting
- Strong time-management skills
- Background in working with youth serving organizations, 4-H experience is desirable
- Evidence of successful leadership experience in 4-H, school, and/or community programs
- Knowledge of the University of Wisconsin-Madison Division of Extension and its program areas
- Past experience working with youth and volunteers
- Currently enrolled in a post-secondary institution pursuing a related field; interest in an Extension career is preferred
- For chaperoning purposes, age 21 is preferred
CONDITION OF HIRE
Completion of Wisconsin 4-H Youth Protection training and orientation, including ability to pass a background check and driver’s license screening. Preference may be given to qualified applicants who are eligible to be a Wisconsin 4-H chaperone.

GENERAL RESPONSIBILITIES
The 4-H Summer Intern will work as a member of the Extension office team to plan, facilitate, and evaluate outreach initiatives targeting youth in Rusk County. Programs include day camp, summer camp, project meetings, and promotion and outreach activities at community events.

This entry level position requires significant contact with the public. This position provides flexibility in scheduling; however some evening, overnight and weekend work may be highly encouraged. The Summer Intern is supervised by the Rusk County Extension 4H & Community Youth Development Educator. The position assumes program responsibilities with minimal supervision in the absence of the Educator.

RESPONSIBILITIES
- Assist in the support the 4-H community club program especially in the areas of youth and adult volunteer development; leadership development; communication and marketing; county wide 4-H project and program committees and educational events
- Assist in planning, implementing and evaluating 4-H community club related educational program, including 4H-Summer Camp
- Have a role in coordinating county-based communication (weekly updates, newsletter, Facebook)
- As directed report on program evaluations to improve program effectiveness
- Assist with the coordination of educational programs with community partners
- As needed collaborate with community partners to coordinate need-based educational programs
- Expand access to programming to more and different youth through outreach efforts
- Assist in recruit, develop, and manage youth and adult volunteers
- Assist in providing ongoing education to youth (volunteer and participants), family and adult volunteers
- Learn about the current needs of youth in Rusk County and focus programming accordingly

APPLICATION PROCEDURE & DEADLINE
Applications must be received by **March 13, 2020** in order to be considered for the position. Anticipated start date of position is in May/June through August. Dates are flexible.

To Apply: Submit Application, Resume and Cover Letter to:

Rusk County Clerk’s Office
311 Miner Ave East, Suite C150
Ladysmith, WI 54848

Any questions? Please contact Breanne Meyer, 4-H Program Coordinator/Community Youth Development Educator, at 715-532-2155 or breanne.meyer@wisc.edu