

2024 SUMMER ASSISTANT POSITION

COUNTY: Monroe

TYPE OF POSITION: Extension Summer Assistant (Limited Term Employee)

EMPLOYMENT PERIOD: May –August, dates negotiable

SUMMARY OF POSTION: This position is designed to aid County Extension staff during the busy summer months. The Extension Summer Assistant will increase his/her knowledge of youth development programs, community partnerships, volunteer development, the UW-Extension Service and the Positive Youth Development Educator responsibilities. This summer position provides valuable professional and pre-professional experience for educational and community-based careers. The Extension Summer Assistant is supervised by the Monroe County 4-H Educator.

RESPONSIBILITIES: The Extension Summer Assistant work involves, but is not limited to, assisting in the design, implementation and promotion of youth development programs that benefit Monroe County 4-H youth such as, summer camps, camp counselor training, and fundraising activities. This is an entry-level position requiring significant contact with the public and ability to multi-task. This summer position provides flexibility in scheduling; however, some overnight and weekend work may be required. This position will also work with other Extension staff to complete tasks and ensure smooth completion of the many summer programs directed by the Extension Office.

QUALIFICATIONS:

- Evidence of successful leadership experience
- Self-motivated and self-directed
- Ability to deal with a variety of people from diverse backgrounds
- Strong organization and excellent written and verbal communication skills
- Enthusiasm and flexibility, strong critical thinking skills
- Valid driver's license and proof of insurability
- Must be available to work occasional nights and weekends
- Basic computer proficiency in Microsoft Office programs
- Completion of two years of college preferred
- 4-H experience highly desirable
- Knowledge of Monroe County a plus

Salary: \$13/Hr. Reimbursement for official job travel will be provided according to county policy.

APPLICATION PROCEDURE AND DEADLINE: Send a cover letter, resume, names and contact information of three current references by **May 15, 2024** to:

UW Extension Monroe County
206 South K Street
Sparta, WI 54656
608-269-8722
jason.hornickel@wisc.edu

EQUAL OPPORTUNITY: The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, sexual orientation, creed, national origin, age, disability, pregnancy, marital or parental status, arrest or conviction record, or veteran status.