

Clark County 4-H/Ag Summer Intern Position Description

Title: Clark County 4-H/Ag Summer Intern

Geographic Area Serving:

Clark County and occasionally extending beyond county boundaries for specific commitments and team programming.

Office Location:

Clark County Court House, Room 104, Neillsville, WI 54456



Job Duties & Functions:

1. Work with and train 4-H Camp Counselors.
2. Plan and direct day camp for youth in grades Kindergarten to third grade.
3. Plan and direct Double O camp for youth in third through Fifth grade.
4. Plan and direct Extended Camp at Kamp Kenwood in Chippewa County for youth in grades 5th – 8th.
5. Collect farm information for research projects.
6. Chaperone in-state, interstate, and state programs as needed.
7. Assist with the county's 4-H/FFA Meat Animal Project.
8. Attend meetings with 4-H Agent that involve prevention activities in Clark County and the greater north woods area.
9. Attend Fair Board and Leader Federation Meetings.
10. Contribute to the county's 4-H newsletter.
11. As assigned, assume Extension Office roles at the County Fair and community fairs.
12. Work with the Junior Leaders to plan the 4-H Family Fun Night at the Clark County Fair, coordinate 4-H Has Talent at the fair and assist with Family Living activities at the fair.
13. Complete other tasks related to the 4-H Youth Development and Agriculture program as assigned.
14. Other duties as assigned.

Required Qualifications:

1. Must be currently enrolled in a post-secondary institution.
2. Ability to organize work and work independently.
3. Self-motivated and self-directed.
4. Strong time management skills.
5. Ability to deal with a variety of people from diverse backgrounds.
6. Strong organizational and communication skills.
7. Strong interpersonal skills in a team setting and on an individual basis.
8. Ability to plan and implement learning experiences for youth and adults.
9. Ability to work flexible hours including weekends, evenings, and overnights.
10. Ability to make individual arrangements for transportation adequate to meet position responsibilities.
11. Enthusiasm and Flexibility.
12. Completion of Wisconsin 4-H Youth Protection program (may be completed upon hire).
13. Ability to meet driver's license record screening.
14. Successful completion of a University of Wisconsin Background Screening.

Preferred Qualifications:

- ✓ Past experience with youth organizations such as: 4-H, FFA, Scouting, or youth church groups.
- ✓ Past experience of working with volunteers.
- ✓ Past experience of being a camper, camp counselor, and/or attending summer camps.
- ✓ Knowledge of University of Wisconsin-Extension.
- ✓ Experience with Microsoft Office computer programs.
- ✓ Ability to operate office equipment such as copy machines, folding machines, etc.

Appointment Type:

Summer internship 50-100% position.

Employment period: Approximately 10-12 weeks (dependent upon funding),

Approximate dates: June 1 through August 31 with negotiable start and end dates

Number of hours a week: 30 to 40 hours (dependent upon hiring conversation)

Compensation:

\$10/hour

No travel budget

Explanation of Work Hours:

This position requires flexible work hours including days, evenings, weekends, and some overnights.

Participation in the county's overnight camping program is required.

Condition of Hire:

Per University of Wisconsin-Extension Policy applicants will be submitted for a background screening prior to employment. Preference may be given to qualified applicants who are eligible to be State 4-H Chaperones.

For More Information contact:

Christine Hollar, Ed.D.

4-H Youth Development Agent

Clark County Extension Office

517 Court Street, Room 104

Neillsville, WI 54456

(715) 743-5121

Christine.hollar@co.clark.wi.us

Applications accepted through March 15, 2019

Complete applications will include:

___ Cover letter

___ Resume (Please include education and employment history)

___ 2 Recommendation letters

Interviews will be scheduled following review of the applications.

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.