

SAUK COUNTY UW-EXTENSION 4-H SUMMER ASSISTANT

COUNTY: Sauk County

TYPE OF POSITION: 4-H Summer Assistant

EMPLOYMENT PERIOD: Mid-May – August, dates negotiable

SUMMARY OF POSITION:

This position is designed to provide assistance to Sauk County 4-H Youth Development program during the busy summer months. The 4-H Summer Assistant will increase his/her knowledge of youth development programs, community partnerships, volunteer development, the University of Wisconsin-Extension and the 4-H Youth Development Educator responsibilities. This summer position provides valuable pre-professional experience for educational and community based careers. The 4-H Summer Assistant is supervised by the Sauk County 4-H Youth Development Agent.

RESPONSIBILITIES:

The Summer 4-H Assistant, work involves, but is not limited to, assisting in the design, promotion and implementation of new/or existing youth development programs that benefit the youth of Sauk County 4-H program and work with community partners to increase the visibility and impact of the 4-H program. The 4-H Summer Assistant will have the opportunity to develop a program or resource in an area of personal interest. This is an entry-level position requiring significant contact with the public and the ability to multi-task. This summer position provides flexibility in scheduling; however some evening, overnight and weekend work will be required.

More information on the Sauk County 4-H Program can be found at: <http://sauk.uwex.edu/4-h-youth-development/>

POSITION DUTIES:

- Assist youth and adult volunteers as needed with development and implementation of project related summer activities, such as the “Discover Wisconsin” summer trip, and family focused recreational programs.
- Serve as a chaperone for “Discover Wisconsin” participants.
- Design, promote and facilitate Cloverbud Day Camp.
- Work with the Columbia, Jefferson & Sauk County 4-H Youth Development Agents and youth camp counselors to coordinate, facilitate and chaperone the four day-three night 4-H Camp at Upham Woods Outdoor Learning Center.
- Work with other community youth groups to incorporate 4-H activities and opportunities.
- Help coordinate and manage the Sauk County Fair judging days, livestock shows, and other fair events.
- Develop a program or resource of personal interest that will strengthen the Sauk County 4-H program.
- Attend Senior Leader Association Board and Junior Leader Council meetings.

- Perform other duties of the UW-Extension Program in Sauk County as directed by the 4-H Youth Development Agent.
- Provide a written report and presentation to the Sauk County Arts and Extension Committee at the end of employment period.

QUALIFICATIONS

- Evidence of successful leadership experience in 4-H, school and/or community organizations
- Minimum of one year of college courses completed
- Self-motivated and self-directed
- Ability to work with a variety of people from a diverse range of backgrounds
- Above average organization, leadership, and oral/written communication skills.
- Enthusiasm and flexibility
- Valid driver's license and proof of insurability
- Must be available to work evenings, occasional overnights, weekends, and flexible hours.
- Basic computer proficiency in Microsoft Office programs
- 19 years or older, preferred.
- Familiarity with the 4-H Youth Development program is preferred
- Access to transportation adequate to fulfill position responsibilities

SALARY & BENEFITS:

This is a limited term position paying \$10.50 per hour not to exceed 600 hours. There are no benefits available for this position. Starting and ending dates are negotiable. Reimbursement for official job travel, meals etc. will be provided according to Sauk County policy.

APPLICATION PROCEDURE & DEADLINE:

Submit a cover letter, resume, and names, address and telephone number of three current references before 4:30 PM on Wednesday, April 12, 2017 to:

Meg Sage, 4-H Youth Development Agent
 Sauk County UW-Extension Office
 505 Broadway
 Baraboo, WI 53913
 (608) 355-3255 FAX (608) 355-3550
margaret.sage@ces.uwex.edu

Interviews for top candidates will be held, Thursday, April 27. Interviews will take place in the Sauk County Extension Office. If you are unable to attend the interview in person, we will interview you over the phone.

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, natural origin, age, disability, pregnancy, marital or parental status, arrest or conviction record or veteran status.

TENTATIVE SUMMER CALENDAR
Items outside of normal (8:00AM - 4:30 PM) work hours.

June:

- 10-13 - Summer Camp at Upham Woods
- 14 - Sauk County UW Extension and Arts and Culture COmmittee
- 15 - Junior Leader Council Meeting, 6PM
- 24 - Fair Clean-up day 8AM - 1PM
- 27 - Senior Leaders Meeting - 6:30PM

July:

- 10-16 - Sauk County Fair
- 25 - Cloverbud Day Camp (4-H Summer Assistant will plan and conduct the camps)
- 25 - Senior Leaders Meeting - 6:30PM
- 27 - Cloverbud Day Camp (4-H Summer Assistant will plan and conduct the camps)

August:

- 2-4 - Discover WI trip (for older youth); 4-H Summer Assistant is responsible for facilitating a committee with Senior Leaders Association members to plan and lead the trip.
- 17 - Junior Leader Council meeting - 6:00 PM

Not all events are listed. There are numerous other 4-H events throughout the summer that you may be asked to attend or help coordinate.