

2016 Summer 4-H Intern

Racine County UW-Extension, Cooperative Extension

Location:

Racine County is located in southeastern Wisconsin between Milwaukee and Kenosha counties. The Racine County UW-Extension office is located at 209 North Main Street, Burlington, WI 53105.

General Responsibilities:

The Summer 4-H Intern supports the Racine County 4-H program by working with the 4-H Youth Development Educator, 4-H Youth Development Program Assistant, and a team of 4-H leaders to plan, facilitate, and evaluate educational activities targeting youth and families in Racine County. The Intern will develop and/or expand 4-H programs using out-of-school-time 4-H curriculum in partnership with community organizations including schools, libraries and community partners to increase the visibility and impact of the 4-H program with diverse audiences and neighborhoods. The Intern will have the opportunity to develop a program or educational resource in an area of personal interest.

The Summer 4-H Intern will increase his/her knowledge of program development, community partnerships, coalition work, volunteer development and recruitment, group facilitation skills, and careers with the University of Wisconsin Cooperative Extension.

More information on the Racine County 4-H Program can be found at <http://racine.uwex.edu>.

Specific Responsibilities:

- Provide support for 4-H clubs and summer programs throughout Racine County.
- Work cooperatively with community organizations and the 4-H Youth Development Program Assistant in distributing 4-H program materials including educational resources, supplies, project lists, rosters, meeting notices, and recruitment materials.
- Assist with website updates, brochure development, event registration, and compilation of educational materials for programs.
- Maintain an effective system for organizing and using 4-H program resources.
- Make all reasonable effort to reach a diverse audience and to ensure equitable access to programs and facilities.
- Coordinate Racine County youth enrollment and participation in the Wisconsin State Fair.
- Assist with and attend 4-H day camp (June 22, 2016)
- Assist with and attend the overnight 4-H camp (June 16-19, 2016)
- Assist at the Racine County Fair (July 27-31, 2016)
- Attend at the overnight 4-H Adventure Camp (dates TBD)

QUALIFICATIONS:

Required Qualifications:

- Must be an undergraduate or graduate student at an accredited four-year college or university, or enrolled in a two-year technical or vocational school program

- Background in education, youth development, communication, science or related subject matter
- Experience in working with youth, formally or informally
- Experience working with adult and youth volunteers
- Experience with culturally diverse populations and a demonstrated commitment to working with diverse audiences
- Ability to organize work and to work productively without direct supervision in a highly visible public sector environment
- Ability to work collaboratively with other paid and non-paid staff; ability to take personal responsibility to help team efforts succeed
- Demonstrated ability to value individual and cultural differences
- Ability to adapt to changing programming and workplace priorities
- Ability to use word processing, database management, e-mail and the internet
- Own transportation to and from community-based work sites

Preferred Qualifications:

- Experience with 4-H or another community based organization
- Knowledge and experience with the 4-H program

Appointment Type

University of Wisconsin–Extension – Student Internship
 Racine County Summer 4-H Intern

Salary:

\$10 per hour, 20 hours per week, 10-12 week internship
 Reimbursement for official job travel will be provided according to the county policy.

Term of Appointment:

Estimated Start Date: June 1st, 2016 (negotiable)
 Estimated End Date: August 21st, 2016 (negotiable)

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.

Application Deadline:

A resume, cover letter, and contact information for three references must be received by Monday, March 21st, 2016. Interviews will be held on Tuesday, April 5th, 2016.

Please mail your completed application materials to: Theresa Odell, Racine County UW-Extension, 209 North Main Street, Burlington, WI 53105, or send by fax: (262)767-4929 or by e-mail: theresa.odell@goracine.org.