



UW-Extension Intern Racine County

- COUNTY/LOCATION:** Racine County (based out of Burlington, WI)
- TYPE OF POSITION:** Student Appointment
- EMPLOYMENT PERIOD:** October – December, dates negotiable

SUMMARY OF POSITION:

The focus of this internship is on community resources and how to organize, update and maintain multiple resource listings including the recycling guide, family resource directory, children's mental health resources, employment readiness resources, 4-H resources, food guide, crisis and non-crisis resources, and mapping coalitions/collaborations. UW-Extension educators work with a variety of organizations and groups to connect people with community resources. The intern will work closely with Family Living, Youth Development, and Community Development educators to plan, implement and evaluate programs focused on community resources.

The intern will gain new or expanded knowledge of Racine County UW-Extension programs and how the local Extension office fulfills its mission to bring University resources to the local community. The intern will also learn how UW-Extension conducts outreach to underserved and hard to reach audiences, partners with local youth- and family-serving community organizations, and contributes to community initiatives through coalition work. The internship provides valuable pre-professional experience for educational and community-based careers.

ADMINISTRATION RELATIONSHIPS:

The Community Resources Intern is supervised by the Youth, Family and Community Development staff.

RESPONSIBILITIES:

The intern works closely with the Extension educator team to:

- Review existing resource listings and map coalitions and collaborative groups in Racine County.
- Work with Extension educators to update resource listings and find cost effective, innovative strategies to promote the listings, and increase awareness and use of community resources.
- Update Racine County 4-H resources.
- Work with a team on the Recycling Guide for Racine and Kenosha counties
- Update the food guide.
- Work with a team on employment readiness resources.
- Review Family Resource Directory and possible online project through the Healthier Wisconsin Partnership Program.
- Explore possible online workshops and other formats to orient professionals and volunteers to community resources in Racine County.
- Assist with marketing and outreach of Racine County UW-Extension programs at community events and organizations in Racine County.
- Other duties as assigned in an effort to gain a stronger understanding of overall Cooperative Extension programming.

REQUIRED QUALIFICATIONS:

- Ability to work collaboratively as a member of a team to plan, implement, and evaluate community-based, non-formal educational programs that reach, and are accessible to, diverse audiences.
- Ability to effectively teach and communicate ideas verbally, in writing, and through educational technology with adults and youth.
- Strong organizational and communication skills.
- Demonstrated ability to value individual and cultural differences.
- Ability to adapt to changing priorities and workplace priorities, along with being self-motivated and self-directed.
- Basic computer skills including word processing, spreadsheets, websites, etc.
- Provide own transportation to and from community-based work sites.
- Approved criminal background check.
- College student enrolled in an accredited post-secondary institution, and have at least a sophomore standing. Post-secondary institutions may include technical schools, two-year colleges, four year colleges, or graduate or professional schools. Interns must reside and/or attend school in the state of Wisconsin.

PREFERRED QUALIFICATIONS

- Background in education, communication, family or youth development, psychology, sociology or other areas studies related to this community resource project.
- Work or volunteer experiences with socially, economically and/or ethnically diverse populations.
- Knowledge/experience working with incarcerated populations
- Proficiency in Spanish.

SALARY: \$14/hour, not to exceed 200 hours total

APPLICATION PROCEDURE AND DEADLINE:

Send a cover letter, resume, and names, address, and telephone number of three current references, which will begin to be reviewed on **October 23, 2018**, to:

UW-Extension Intern Program

Racine County UW-Extension

209 N. Main St., Burlington, WI 53105

uwextension@racinecounty.com, or 262-767-2949 (fax)

Questions: 262-767-2929

For more information about Racine County UW-Extension, visit our website at:

<http://racine.uwex.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.