



COUNTY/LOCATION: Racine County (based out of Burlington, WI)

TYPE OF POSITION: Student Appointment

EMPLOYMENT PERIOD: End of May - August, dates negotiable

SUMMARY OF POSITION:

This summer position will work closely with the Human Development and Relationships Educators to engage families around the importance of early literacy in young children. The intern will assist educators plan, implement and evaluate programs focused on families - community systems such as incarcerated parents, early learning and kindergarten readiness, community outreach, and community resources.

The intern will gain knowledge of Extension programs and how the Racine County Extension office fulfills its mission to bring University resources to the local community. The intern will also learn how Extension conducts outreach to underserved and hard to reach audiences, partners with local 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 intern is supervised by the Racine County Human Development and Relationships Team.

RESPONSIBILITIES:

The intern will work closely with the Human Development and Relationships Team to fulfill the following responsibilities.

Justice-Involved Families

- Plan and assist educational programs as part of the Young Children of Incarcerated Parents Project such as a parent reading program, letters home program, and other parenting programs in correctional facilities.
- Assist with jail visitation outreach.

Early Learning Programs

- Conduct “Book and Block Party” workshops at public libraries, community-based organizations, child care centers and strategize ways to expand workshops and use of blocks through community partners.
- Support Kindergarten Readiness Network efforts to conduct dialogic reading and early literacy resources and explore the possible use of technology as a delivery method.
- Integrate other Extension resources into parent education programs such as “Digital Parenting” and “Parenting Behind the Behavior” to increase awareness of and access to these resources.

Community Resources

- Update the Racine County Family Resource Directory and Quick List by connecting with a variety of community partners.

Community Outreach

- Assist with marketing and outreach of Extension programs at community events and organizations in Racine County.
- Other duties as assigned in an effort to gain a stronger understanding of overall 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.
- Computer skills (Word, Excel, Power Point, etc.)
- Provide own transportation to and from community-based work sites.
- Employment will require a background check.
- College student enrolled in an accredited post-secondary institution for the summer or fall 2020, 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. Enrolled college student having completed coursework with at least a sophomore standing (fall), and returning for coursework in the fall.

PREFERRED QUALIFICATIONS

- Background in education, family studies, human development, criminal justice, psychology, sociology, or marketing.
- Work or volunteer experiences with socially, economically and/or ethnically diverse populations.
- Experience with creating promotional videos and marketing materials (i.e. audio, video, Publisher, etc.)

SALARY: \$15/hour, not to exceed 300 hours total

APPLICATION PROCEDURE AND DEADLINE: April 13, 2020

Include a cover letter, resume, and three references (name, address, phone & email) apply online at <https://secure.dc4.pageuppeople.com/apply/883/gateway/Default.aspx?c=apply&sJobIDs=496363&SourceTypeID=796&sLanguage=en-us>

Or Mail: **Early Education and Family Resource Summer Intern Program**
Extension Racine County
1072 Milwaukee Ave., Burlington, WI 53105

Or Email: sarah.hawks@wisc.edu or 262-767-2949 (fax)

INTERVIEW DATE: late April 2020

For more information or questions visit <https://racine.extension.wisc.edu/> or call 262-767-2929

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.