

2017 Summer Employment Program—UW - Cooperative Extension Service

COUNTY: Vernon (County Seat: Viroqua, 35 miles southeast of La Crosse)

TYPE OF POSITION: 4-H Summer Assistant

EMPLOYMENT PERIOD: May –August, dates negotiable

SUMMARY OF POSTION: This position is designed to provide assistance to County Extension staff during the busy summer months. The 4-H Summer Assistant will increase his/her knowledge of youth development programs, community partnerships, volunteer development, the UW-Extension Service 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 Vernon County 4-H Youth Development Educator.

RESPONSIBILITIES: The 4-H Summer Assistant work involves, but is not limited to, assisting in the design, implementation and promotion of youth development programs that benefit the Vernon County 4-H youth, such as summer camps, tractor safety, camp counselor training, and fundraising activities. This is an entry-level position requiring significant contact with the public and ability to multi-task. This summer position provides flexibility in scheduling; however, some overnight and weekend work may be required.

QUALIFICATIONS:

Evidence of successful leadership experience in 4-H, school and/or community organizations.

Completion of two years of college preferred

Self-motivated and self-directed

Ability to deal with a variety of people from diverse backgrounds

Strong organization and excellent written and verbal communication skills

Enthusiasm and flexibility, strong critical thinking skills

Valid driver's license and proof of insurability

Must be available to work occasional nights and weekends

Basic computer proficiency in Microsoft Office programs

4-H experience highly desirable

Knowledge of Vernon County a plus

SALARY: Negotiable. Reimbursement for official job travel will be provided according to county policy.

TO APPLY: Send a cover letter, resume, names and contact information of three current references by March 31, 2017 to:

Colleen Pulvermacher, 4-H Youth Development Educator

318 Fairlane Drive, Suite 392

Viroqua, WI 54665

608-637-5276 FAX 608-637-5504

colleen.pulvermacher@ces.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.