

## 2017 Summer 4-H Intern

Racine County UW-Extension, Cooperative Extension

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### **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 Advisor, 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 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, 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 Educator and Advisor 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 the Racine County 4-H Call Booth at the Racine County fair and youth project collection for the Wisconsin State Fair
- Assist with and attend Racine County 4-H Junior Leaders Association meetings
- Assist with and attend 4-H Camp Counselor Training (June 10<sup>th</sup>, 2017)
- Assist with and attend the overnight 4-H Base Camp (June 16-18, 2017)
- Assist with and attend at the overnight 4-H Adventure Camp (June 27-29, 2017)
- Assist with 4-H and UW-Extension related activities at the Racine County Fair (July 26-30, 2017)
- Assist with and attend 4-H Day Camp (August 16, 2017)

**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 and have the 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 1, 2017 (negotiable)

Estimated End Date: August 18, 2017 (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 4:30 P.M. on Monday, March 20, 2017. The first round of interviews will take place on Tuesday, March 28<sup>th</sup> (phone) and the final round of interviews will take place on the evening of Tuesday, April 4<sup>th</sup> (Skype).

Please mail your completed application materials to: Theresa Odell, Racine County UW-Extension, 209 North Main Street, Burlington, WI 53105 or e-mail your application to: [Theresa.Odell@racinecounty.com](mailto:Theresa.Odell@racinecounty.com).