

**2010 Summer Employment Program**  
Iowa County UW-Extension

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**COUNTY:** Iowa County

**TYPE OF POSITION:** 4-H Summer Internship

**EMPLOYMENT PERIOD:** **21 hours per week**, June –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 Iowa 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 evaluation of youth development programs that benefit the Iowa County 4-H program, such as 4-H project lessons; 4-H fund raising activities; state fair coordination; animal science events; media collaboration; Summer Camp; 4-H and Youth Conference and fundraising. This is an entry level position requiring significant contact with the public. This summer position provides flexibility in scheduling; however some 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 organizational and communication skills
- Enthusiasm and flexibility
- Valid driver's license and proof of insurability
- Must be available to work occasional nights and weekends
- Basic computer proficiency in Microsoft programs
- Recent 4-H experience desirable
- Applicants subject to background check

**SALARY:**

\$8.50/hour, not to exceed 290 hours total. Reimbursement for official job travel, meals, etc. will be provided according to county policy.

**APPLICATION PROCEDURE AND DEADLINE:**

Send cover letter, resume and application by **February 15, 2010** to:

Iowa County Courthouse  
Personnel Department  
222 N. Iowa St.  
Dodgeville, WI 53533  
(608) 935-0302

[www.iowacounty.org](http://www.iowacounty.org)

**EQUAL OPPORTUNITY:**

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