



Extension Green County
Justice Center
2841 6th St.
Monroe, WI 53566
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Green County Extension Office

4-H & Extension Green County Summer Assistant - Position Description

Title: 4-H & Extension Green County Summer Assistant

Employment Period: 11-12 Weeks (late May – mid-August) Start and end date are flexible

Summary: Under the general direction of the 4-H Youth Development Educator and Extension Office Manager, this position is designed to support and expand 4-H youth development opportunities and other Extension programs during the summer months. The Summer Assistant will increase his/her knowledge of youth development programs, volunteer development, community partnerships, office operations and University of Wisconsin, Division of Extension. This summer position provides valuable pre-professional experience for youth development, educational, agricultural, and community-based careers. This is an on-site position at Extension Green County office located at 2841 6th Street, Monroe, WI.

Position Responsibilities:

- Partner with the 4-H committees, volunteers and the 4-H Educator to plan, implement, and evaluate a Summer 4-H Project Day (Saturday morning, June 8), with the goal of providing youth a variety of 4-H project learning opportunities
- Support the educational planning and implementation of the regional 4-H Area Animal Science Day Contest, including:
 - Collaborating with the 4-H educator to potentially plan and lead two livestock judging practices
 - Working with volunteers to coordinating lunches and animals for classes
 - Being at the event and providing assistance with set up and take down
- Assist in the logistical support of Green County Fair (July 17-21) and other judging competitions as educational experiences for junior exhibitors, including:
 - Preparing county fair judging, superintendent, and exhibitor materials as directed
 - Assisting with county fair set up and take down days
 - Being at the county fair and providing assistance and leadership to youth judging and scheduled events as needed
- Support the educational planning and implementation of Animal Science programs at County Fair, including:
 - Designing and organizing Premier Exhibitor skillathon exams and working with volunteers to conduct the program on Friday evening, July 19
 - Working with a committee of volunteers leading up to and during the fair to coordinate the Master Showman competition on Saturday evening, July 20
 - Coordinating the Herdsmanship judging and awards process (July 21) at the county fair
- Assist in providing leadership to the 4-H Junior Leaders and 4-H Adult Leaders Associations, as they plan fundraising and promotional activities at the county fair, including Junior Leaders Dairy Bar food stand, Promotion booth and Hospitality tent activities
- Assist Support Staff with office clerical duties, as needed, including mailings, registration and result entries, evaluation tabulations, and newsletter formatting
- Assist in additional Extension short term programming as opportunities arise
- Write news releases, design posters, and conduct radio programs related to Extension project events/activities
- Prepare end of summer reports
- Comply with and document efforts related to Extension initiatives and Civil Rights laws

Learning Opportunities:

- Communications and marketing skills - news releases, newsletter, radio & social media
- Volunteer development skills - recruit, train, and support youth and adult volunteers
- Teamwork skills – work with office colleagues to create greater unity and productivity
- Program development skills - plan, implement/teach and evaluate a program
- Observe/accompany/assist Extension educators on family, nutrition, community, and agriculture related programs and/or projects

Position Qualifications:

- Positive attitude and commitment to teamwork in a collaborative environment
- Strong organizational and communication skills (oral and written)
- Ability to work well with adult volunteers and youth (5K through High School)
- Ability to creatively and flexibly solve problems as they arise
- Ability to be self-directed and self-motivated
- Ability to work with people of diverse backgrounds
- Must have a valid driver's license, access to a vehicle and your own auto insurance
- Willingness to take on occasional evening and weekend assignments
- Knowledge of computers, Microsoft Office, Adobe Photoshop, Google Docs, internet browsers, and other softwares helpful
- Preferred sophomore status or greater. Preferred applicants will be enrolled in a degree program including youth development, agriculture, education or community fields
- 4-H and animal science experience a plus!
- Not currently a Green County 4-H member or Green County Fair exhibitor
- Strong commitment to the UW-Madison Division of Extension mission and 4-H youth development principles and practices
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and depth perception.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.”

Salary: \$15.00/Hour for approximately 11-12 weeks (30-35 hour work weeks), reimbursement for work related travel expenses and limited OT, both must be pre-approved

Application Procedure and Deadline:

1) APPLICATION DUE DATE: February 9, 2024

2) APPLICATION INSTRUCTIONS: To receive full consideration you must submit all of the following documents by the application deadline:

- APPLICATION FOR EMPLOYMENT** found on the [Green County Employment Opportunities](https://www.governmentjobs.com/careers/greencountywi/) or by accessing <https://www.governmentjobs.com/careers/greencountywi/>
- SUBMIT THE FOLLOWING APPLICATION DOCUMENTS to:** ellen.andrews@wisc.edu or jayne.butts@wisc.edu
 - COVER LETTER** (up to one page) in which you summarize how your qualifications and professional aspirations match up with those of this position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, pre-professional work history, volunteer work, and any related life experiences in your response.
 - PROFESSIONAL RESUME**, including related education, work history, volunteer experience, and relevant 4-H or youth program experience.
 - CONTACT INFORMATION FOR THREE (3) PROFESSIONAL REFERENCES**, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your relationship and include their title, e-mail address and telephone number.

ADDITIONAL NOTES: If you have any additional questions, please contact Ellen or Jayne at the Extension Green County office at (608) 328-9440 or ellen.andrews@wisc.edu or jayne.butts@wisc.edu. You can also visit the Extension Green County website <https://green.extension.wisc.edu/> for additional information.

An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission or access to or treatment of employment or in its programs, services or activities. Upon hiring, Green County requires a drug screening as part of its employment process. University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provided equal opportunities in employment and programming including Title VI, Title IX and ADA.