

## Green County 4-H Expanding Access

### AmeriCorps Position Description

Quarter Time Summer Member

May 19 – August 23, 2025

#### Member Service Site Location:

Extension Green County

2841 6th St.

Monroe, WI 53566



**Position Purpose:** Wisconsin 4-H AmeriCorps programs aim to increase capacity of youth serving organizations in counties throughout Wisconsin. The member will work directly with community partners and youth serving organizations to develop new youth programming and discover new opportunities to grow capacity and reach new young people. The member will be located primarily at the Green County Justice Center, but may travel around the city of Monroe and to surrounding communities. Member will serve on projects and programs in and around Monroe, Wisconsin.

**Member Benefits:** Make a difference in the community, be part of a dedicated service team, build your resume and get things done! In addition, members receive:

- Opportunity for student loan forbearance
- Living stipend (paid bi-weekly): \$5,000 over term of service
- AmeriCorps Education Award at the completion of successful term of service: \$1,956.35

**Criminal History Check:** As this is a covered position, a Criminal History Check will be performed. NSOPW, UW-Madison, FBI/Fingerprinting, and State(s) Criminal History Checks will be conducted and position is contingent upon a review of those results. The member will have the opportunity to review any results.

**Time Requirements:** Quarter time members are required to serve 450 hours (approx. 30 hour per week) over the 14 weeks of service (May 19 – August 23, 2025). Hours are typically between 8:00am-4:30pm, with occasional evening or weekend program commitments.

**Lunch Break:** 30 minutes daily, with flexibility based on the day's start time. Lunch break does not count towards education award hours and will be noted as such on timesheets.

**Travel:** Travel for Members is required, but is limited to the local area, and will only require overnight stay away from the local area during 4-H Camp, August 6-9, 2025.

**Formal Training:** Members will undergo AmeriCorps Orientation (timekeeping training, member prohibited activities, how to use your Education Award), Wisconsin 4-H Orientation, Conflict Resolution, Safety, First Aid/CPR, and other throughout the year.

Other possible options for Member training include:

- Plain Language
- Youth Mental Health
- First Aid Certification
- Question, Persuade, Refer Training
- Diversity, Equity, and Inclusion

Total training will not exceed 20% of total term hours.

## **A. Tasks and Responsibilities**

Tasks and responsibilities may include some or all of the following service activities. Tasks and responsibilities will not include any of the listed AmeriCorps Prohibited Activities and will follow all requirements outlined in the non-displacement/non-duplication regulations listed in the Member Service Agreement. Members will be supported and mentored by headquarters staff and project partners throughout their term of service.

- Members will work with 1-3 community youth serving organizations (i.e. YMCA and Parks Department) to create new 4-H club youth programming within the organization.
  1. Create 4-H club environments within these partner organizations that foster a belonging and engagement among the youth.
  2. Identify, develop and teach weekly project-based activities for youth ages 5-12 that spark interest and challenge the youth to grow.
  3. Collaborate with organization staff and 4-H volunteers to support youth programming and developmental relationships.
  4. Support new 4-H member participation beyond the club experience, including promoting and accompanying new members to County Fair and 4-H Camp/Day Camp.
  5. Completion of a final assessment (post-evaluation).
- Abide by all Wisconsin 4-H, UW Madison & AmeriCorps policies and procedures.

## **B. Qualifications**

- Must be able to commit to the full term of service.
- Passionate about working with kids and helping them explore a variety of interest areas.
- Understanding of or willingness to learn about the community organizations and Wisconsin 4-H.
- Proficient communication skills.
- Upon hire, all WI 4-H AmeriCorps Members must consent to a Criminal History Check. Service will be considered probationary until all results are returned and have been reviewed.

## **C. Performance Requirements**

- Maintains professional working relationships with peers, co-workers, vendors, and the public that are inclusive, collaborative, and respectful.
- Willing to accept responsibility in a dependable and flexible fashion.
- Ready to take initiative in doing assigned work without prompting and seeks out other tasks that help the team accomplish their collective goals.
- Accepts supervisory authority and maintains professional workplace conduct.
- Completes work assignments in a safe, professional, and efficient manner.
- Works hard with a positive mental attitude, in all weather and terrain conditions.

## **D. Equipment**

- Ability/willingness to use computer, including Microsoft office and Google Docs.

## **E. Minimum Eligibility requirements for an AmeriCorps participant**

- Documentation proving status as US Citizen, US National, or US Lawful Permanent Resident Alien.
- Proof of eligibility to work in the US.
- Be at least 18 years of age at the commencement of service; or
- Have a high school diploma or its equivalent; or
  - Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or

- Obtain a waiver from the Corporation of the requirements in paragraphs §2522.200 (a)(2)(i) and §2522.200 (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
- Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091);
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

**F. Evaluation**

- Final member evaluations will be completed. Members will receive regular weekly support and coaching to better ensure success.

**G. Reporting**

- Members are responsible for meeting the following reporting requirements in a timely manner:
  - Submitting bi-weekly timesheet
  - Tracking project data and other relevant project metrics

**H. Application Procedure and Deadline:**

**1. APPLICATION DUE DATE: March 14, 2025 by 4:30pm**

**2. SUBMIT THE FOLLOWING APPLICATION DOCUMENTS to:** [ellen.andrews@wisc.edu](mailto:ellen.andrews@wisc.edu) and [swileman@wisc.edu](mailto:swileman@wisc.edu)

**1. 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.

**2. PROFESSIONAL RESUME**, including related education, work history, volunteer experience, and relevant 4-H or youth program experience.

**3. 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.

**Supervisor Contact Information**

**Name:** Ellen Andrews

**Job Title:** 4-H Youth Development Educator

**Phone:** (608) 328-9440

**Email:** [ellen.andrews@wisc.edu](mailto:ellen.andrews@wisc.edu)

**OR**

**Name:** Samantha Wileman

**Job Title:** Business Manager

**Phone:** (608) 328-9440

**Email:** [swileman@wisc.edu](mailto:swileman@wisc.edu)

**AmeriCorps Program Director Contact Information**

**Name:** Melinda Pollen

**Job Title:** Wisconsin 4-H AmeriCorps Manager

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