

## **4-H Program LTE Summer Position Overview Winnebago County**

### **Summary:**

This is a limited Term Employment position that will provide support for the 4-H program in Winnebago County under the supervision and direction of the 4-H Program Educator. This individual will plan and deliver outreach and educational programs and activities. This position will provide valuable pre-professional work experience for careers related to youth development, education, non-profit, and volunteer management.

### **Salary/Hours:**

\$15-20/hour based on experience and education. This Limited Term Employment (LTE) position will work an average of 40 hours per week. These are flexible hours, but some evenings and weekends will be required. This position will be during the months of May-August depending upon needs and availability.

### **Examples of Potential Work to be Performed:**

- Collaborate with 4-H Program Educator to plan, execute, and evaluate educational programs.
- Create and implement educational outreach programs throughout Winnebago County including but not limited to 4-H Summer Camp, 4-H Cloverbud Camp, ChickQuest and educational programming during the Winnebago County Fair.
- Develop and deliver youth organization programming (i.e. Boys & Girls Clubs, YMCA, library, etc.)
- Prepare all required reports and lesson plans associated with duties.
- Assist individuals in person, over the phone, and via email with high quality customer service.
- Partner with existing youth and adult volunteer leaders necessary to carry out 4-H youth development programming.
- Perform basic office duties (copy, mailings, return calls, emails, etc.).

### **Essential Responsibilities:**

- Assist with planning, coordinating, delivering, and evaluating 4-H programs through a variety of methods.
- Serve as an educational resource and role model for participants.
- Assist the 4-H Program Educator in projects and office duties.
- Grow your knowledge of youth development.
- Gain experience and skill related to youth education.
- Make all reasonable efforts to reach a diverse audience and ensure equitable access to programs and facilities regardless of Race, Color, Sex, Creed, Disability, Religion, Ancestry, Age, Sexual Orientation, Pregnancy, Marital or Parental Status, or National Origin.
- Be responsible for evolving position and organizational needs.
- Perform additional duties as assigned.

**Working Conditions:**

- Make individual arrangements for transportation adequate to meet position duties and essential job functions.
- A valid driver's license is preferred.
- Office Location: Extension Winnebago County, 625 E County Road Y Suite 600 Oshkosh WI 54901
- Work occasional evenings, weekends, and some travel around the county as needed to meet local needs.
- Participate in district and or state program activities as appropriate and needed.

**Qualifications:**

- Preferred minimum of age 20 (to meet new chaperone requirements)
- High school diploma or equivalent
- Experience with the 4-H Program is preferred but not required.
- Experience in an educational setting and/or working with youth.

**Looking for Knowledge, Skills, and Abilities:**

- Effective word processing, computer technology and file management skills
- Ability to plan, teach, and deliver educational programs
- Willingness to learn and grow
- Ability to communicate effectively orally, in writing, and through technology
- Comfortable meeting and working with the public
- Able to maintain appropriate confidentiality
- Tendency to look for ways to improve (programs, services, self, etc.)
- Ability to understand and follow oral and written instructions
- Ability to be flexible, patient and problem solve as situations change

**How to Apply:**

Please send a cover letter and resume to Dana Berger, 4-H Program Educator, dana/berger@wisc.edu or 625 E County Road Y Ste 600 Oshkosh WI 54901 by March 31, 2024.

**Selection Procedure:**

Selection of the successful candidate may be made by assessment of experience and education, criminal record check, oral interview, review of references, and/or other appropriate, job-related procedures.

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