Our mission – ISU Extension and Outreach builds partnerships and provides research based learning opportunities to improve the quality of life in Iowa.

Summer Program Assistant

**Position:** Temporary Summer Program Assistant - STEM  
**Primary Location:** Black Hawk County  
**Employer:** Iowa State University Extension and Outreach – Black Hawk County  
**Status:** Full time, hourly, seasonal June – August  
**Reports to:** Sarah Tanis, Youth Nutrition & 4-H Outreach Coordinator

**Position Description:**
This is a temporary, 40 hour per week paid summer position ($10/hour) from approximately early June to August 7th. The individual will work in a variety of community settings, delivering science, technology, mathematics and engineering (STEM) hands-on activities to elementary-age youth. Individual will work with youth, adult volunteers, and staff to engage youth in STEM activities at Cedar Valley Arboretum and Botanic Center, county public libraries, summer camps, non-profit settings and Black Hawk County Fair.

**Responsibilities:**
- Identify lessons and activities for scheduled camps and activities  
- Plan and prepare teaching materials and supplies for each camp/event  
- Conduct educational activities  
- Keep attendance records  
- Assure safety of youth attending programs  
- Work with school-age youth, parents, volunteers, and community/site partners  
- Assist with events and educational programs, such as FoodCorps-related activities  
- Help resolve situations such as behavioral, first aid and emotional and complete appropriate documentation  
- Attend professional development activities and staff meetings as needed.

**Qualifications:**
- One to two years of experience working with youth, either in a paid or voluntary capacity  
- Minimum of one year of education beyond high school  
- Interest in STEM  
- Highly motivated individual capable of working independently without supervision, knowledgeable, open-minded, and friendly  
- Excellent communication and inter-personal skills, be self-motivated  
- Experience working with youth of diverse socioeconomic backgrounds, ages and skill levels  
- Know, teach and enforce safety procedures  
- Knowledge of basic first aide  
- Have valid driver’s license, good driving record and access to personal transportation  
- Flexible, trustworthy, and physical ability to fully participate in all activities  
- Accountable – good strong attendance record.
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Physical Requirements:
- Individual must be heat tolerant and able to work outside for extended periods of time,
- Be able to lift and move at least thirty pounds,
- Must be able to bend, stoop, kneel, etc.,
- Unimpeded or corrected vision and hearing to perform work.

Other:
- Weekend and evening programs and events may be required.
- Paid bi-monthly.
- No vacation or sick leave, however Holidays are paid.
- Opportunity for personal growth and career development in a dynamic, positive, education environment.
- Employment pending approval of child protection screening process (including background check and driver record check).
- Cover letter, application, resume and three references required.

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