Buchanan County Summer Youth Educator

Overview: The Summer Youth Educator will provide educational opportunities to the youth in Buchanan County with curriculum provided by Iowa State University Extension and Outreach.

Qualifications/Skills

- High school diploma or prefer one year of college and experience teaching youth. Pursuing Associates or Bachelor’s degree in youth related field preferred.
- Previous experience working with youth
- Computer literacy required (Microsoft Office Products, ability to maintain 4-H website, Excel).
- Valid driver’s license and access to a motor vehicle with proof of vehicle liability coverage.
- Successful completion of background check.
- Ability to work in a team atmosphere.
- Ability to work with minimal supervision.
- Problem solving skills, organizational skills, and multiple task capabilities.
- Ability to complete scheduled tasks on time.
- Effectively communicate with all age groups.

Job Description

- Create and maintain partnerships in the county that provide areas of education for youth
- Plan age appropriate curriculum and lesson plans for each program.
- Contact libraries, schools, daycares, etc. to schedule summer programming. Work in partnership with Office Assistant to prepare sign in sheets and confirmation system for returned completed forms and payment.
- Attend staff meetings, pre-fair, and post fair meetings.
- Become familiar with school enrichment and after-school curriculum available through Iowa State University Extension and Outreach.
- Any other related duties deemed necessary by the Regional Director and/or County Youth Coordinator.
- Work cooperatively with the Buchanan County Extension Council, Buchanan County Fair board, and other kep groups in the community
- Represent Buchanan County Iowa State University Extension and Outreach in a positive manner and serve as a positive role model in the community to the youth of Buchanan County.
- The Summer Youth Educator will attend regular staff meetings and will meet with the County Youth Coordinator a minimum of once per week to review/discuss programming, process, and review activity matrix.

Starting: May - August (12 weeks)
Hours: Hours will be dependent upon college requirements.

There will be flexibility with the above hours depending on the candidate's summer schedule.

Compensation: This will be an unpaid position.

Supervisor: Adriane Carlson, Regional Director

Applications due: To be guaranteed for consideration, submit a current resume and cover letter to Joclyn Bushman by email to jbusman@iastate.edu or mail to 2600 Swan Lake Blvd., Suite A Independence, IA 50644 by Monday February 26th, 2021. The position will remain open until filled. EOE/AA Employer.