DUBUQUE COUNTY – SUMMER INTERN YOUTH ASSISTANT POSITION

Iowa State University Extension and Outreach – Dubuque County is currently seeking an individual to fill a temporary Summer Youth Assistant Position. This position will be responsible for leading youth activities in Dubuque County, including day camp programs, educational offerings, and coordinating activities at the Dubuque County Fair. This individual must be reliable, detail-oriented, a problem-solver, self-motivated, and able to work independently and with a team.

RESPONSIBILITIES:
1. Organize, plan, and teach research-based curriculum to Kindergarten-8th grade youth in a day camp setting.
2. Work directly with day camp partners to develop daily program and activities.
3. Organize and implement group activities, lessons, and snacks.
4. Attend training and summer staff meetings as required by supervisor.
5. Submit records of program participation, program evaluation, wage, and mileage reports, as required by supervisor.
6. Assist with various Dubuque County Fair activities, events, and youth opportunities

REQUIRED QUALIFICATIONS:
1. Must successfully complete 4-H background screening prior to official hire date
2. One year of college completed, minimum
3. Experience working with diverse audiences and youth
4. Access to transportation and valid Driver’s License required
5. Ability to lift 40 pounds.

PREFERRED QUALIFICATIONS:
1. Preference given to those pursuing a degree in education or those with teaching experience
2. Experience in organizing and leading group activities and managing group behavior
3. Experience educating youth and preparing lesson plans
4. Computer experience to complete reports and prepare communications
5. Skills in oral and written communication
6. Able to maintain a close working relationship with staff, volunteers, and partners
7. Available during the entire Dubuque County Fair, July 25 – August 1, with ability to work long hours during this week

EMPLOYMENT DATES, WORK HOURS & COMPENSATION: June 1 - August 5, 2022,
Term employment, flexible hours. 30 - 40 hours/week at $13/hr.+, depending on experience. Work hours will generally fall between Monday-Friday, 8:00 a.m.- 4:30 p.m., with some evening and weekend hours as scheduled. Possibility of returning as seasonal help during the winter and spring months. Employment contingent upon successful background screening (required).

FILING DEADLINE: Applications must be received by March 4, 2022.
Send your resume to Dubuque County ISU Extension and Outreach, Attn: Sandi Helgerson, 14858 West Ridge Lane, Suite 2, Dubuque, Iowa 52003 or sandih@iastate.edu

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