POSITION: ISU Extension Summer Program Assistants
Jackson County Extension Office, Maquoketa, Iowa

POSITION AVAILABLE: May 29, 2019-August 2, 2019 (tentative)

TERMS OF Temporary Summer Positions

EMPLOYMENT: Summer Program Coordinators (2)
30+ hours/week, Monday – Friday
Mileage reimbursement, $.43 when on official business

Summer Program Assistant (1)
20+ hours/week, Monday-Friday
Mileage reimbursement, $.43 when on official business

JOB DESCRIPTION: 1. Organize materials and activities for summer youth programs for 5-12 year old youth.
2. Conduct educational activities at the selected sites in Jackson County.
3. Supervise children in program and ensure their safety.
4. Attend in-service training when necessary.
5. Submit records of program participation, program evaluation, wage and mileage reports, as required by supervisor.
6. Perform fair related tasks as requested by County Extension staff.
7. Maintain regular contact with site coordinators and ISU Extension Youth Program Specialist.
8. Provide on-site program leadership for summer programs.
10. Other responsibilities as assigned by supervisor.

QUALIFICATION: 1. High school diploma. Education beyond preferred.
2. Any combination of experience and education from which comparable knowledge and ability can be acquired which totals one year.
3. Demonstrated interest and ability to work with youth.
4. Demonstrated responsibility and leadership skills.
5. Ability to communicate with youth, parents, and Extension professionals.
6. Access to county-wide transportation.

SUPERVISOR: Amber Matthiesen, 4-H Youth Program Specialist & County Coordinator

APPLICATION PROCEDURE: Application and further information may be obtained by contacting the Jackson County Extension Office
201 W. Platt St., Maquoketa, IA  52060
Phone (563) 652-4923 or email amber@iastate.edu
Application deadline: March 15, 2019

Affirmative Action/Equal Employment Opportunity Employer
In accordance with ISU Extensions’ Child Protection and Safety Policy, a Criminal Record Check will be completed by the Department of Public Safety on the applicant selected for this position.