



JOB DESCRIPTION
JEFFERSON COUNTY EXTENSION AND OUTREACH
SUMMER YOUTH EDUCATION INTERN

Temporary position available – mid-May through mid-August 2023; 40 hours/week; \$12 per hour; some evening, weekend, and overtime hours are required.

Job Description: This position provides programmatic and clerical assistance to Iowa State University Extension and Outreach (ISUEO) in Jefferson County. The position provides organization and delivery of day camps and assists the 4-H County Youth Coordinator and office staff in preparation for 4-H events and the Jefferson County 4-H and FFA Fair.

I. MAJOR RESPONSIBILITIES

- 1) Primary Functions
 - a) Lead the implementation of summer day camps, including but not limited to preparing and organizing materials and supplies, communicating with parents and families, ensuring an environment based on positive youth development principles, and teaching the curriculum.
 - b) Assist in preparing, organizing, and supporting Jefferson County 4-H/Youth programs, including but not limited to county fair events and activities, workshops, data entry, and record keeping.
 - c) Lead and work with adult and teen volunteers for 4-H/youth activities in a team atmosphere.
 - d) Support the preparation and delivery of other Extension programs as needed.
 - e) Other duties as assigned.
- 2) Demands of the Position
 - a) This is a temporary position, 40 hours per week. It includes 12 weeks from mid-May through early August.
 - b) The position requires hours during the Jefferson County Fair in June.
 - c) Overtime hours will be required leading up to and during the fair.
 - d) Some evenings, weekends, and additional hours are expected.
 - e) This position requires occasional lifting of moderate weights, including files, trophies, supplies, stacking chairs, moving tables, a/v equipment, etc. The ability to lift 40 pounds is required.
 - f) Valid driver's license and access to a car are required.

II. QUALIFICATIONS

- 1) Knowledge of 4-H preferred.
- 2) Experience in leadership positions associated with youth development programs.
- 3) Computer literacy required (MS Office including Word, Excel, Publisher, online database systems, fluent with e-mail programs).
- 4) Strong verbal and written communication skills and ability to communicate effectively with all age groups.
- 5) Interest in working directly with youth and leading educational activities.
- 6) Ability to be around farm livestock for extended periods.
- 7) Ability to work in a fast-paced team atmosphere.
- 8) Organizational skills, multi-tasking capabilities, and ability to achieve deadlines.
- 9) Ability to take the initiative and be a self-starter.
- 10) High school diploma or equivalent, enrollment in post-secondary education preferred.



- 11) Must pass ISU Extension and Outreach background check and be approved by the Jefferson County Agricultural Extension District Council.

III. BENEFITS

This is a temporary, full-time position. This position will receive no paid holidays, vacation/sick leave, insurance benefits, or IPERS. The employer will pay its portion of FICA. Mileage for work-related travel will be reimbursed at the federal rate.

ACCOUNTABILITY

The Summer Youth Education Intern reports to the Regional Director, with project-specific supervision and training provided by the Youth Program Specialist, Program Coordinator, and County Youth Coordinator.