

# IOWA STATE UNIVERSITY

## Extension and Outreach

Jackson County  
Courthouse, 201 W. Platt St.  
Maquoketa, IA 52060-2295  
Phone: (563) 652-4923  
FAX: (563) 652-6710  
E-mail: [xjackson@iastate.edu](mailto:xjackson@iastate.edu)

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

**POSITION AVAILABLE:** May 28, 2024-August 2, 2024 (tentative)

**TERMS OF EMPLOYMENT:** Temporary Summer Positions  
Summer Program Coordinator  
40 hours/week, Monday – Friday  
Mileage reimbursement when on official business  
Summer Program Assistant  
20 hours/week, Monday-Friday  
Mileage reimbursement 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.
9. Purchase supplies.
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.

**SUPERVISOR:** Amber Matthiesen, County Director

**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](mailto:amber@iastate.edu)  
Application deadline: February 16, 2024

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status and will not be discriminated against.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to [www.extension.iastate.edu/diversity/ext](http://www.extension.iastate.edu/diversity/ext).