2019 SUMMER JOB OPENINGS

The Union County Extension Office is currently preparing for the summer of 2019 and are now accepting applications for three Summer Youth Program Assistants. This is a great summer opportunity for graduating high school seniors or college students.

Job Description

− Responsibilities include planning, organizing, and facilitating the Union County Summer Day Camps
− Assist with the Union County Fair activities and events (July 18 - 24th)
− Other related tasks

Required Qualifications

− Ability to keep accurate records and communicate effectively.
− Must be at least 18 years of age (or graduating high school May 2019)
− Reliable, detail-oriented, self-motivated, and able to work independently or on a team
− Computer skills including email, internet, Microsoft Office programs
− Maintain a close working relationship with staff, volunteers and partners
− Move and lift at least 30 pounds
− Complete other duties as assigned
− Reliable transportation

Work Hours

− Will vary from week to week
− Quarter-time employees must complete 450 hours from May – August
− Minimum-time employees must complete 300 hours from May – August

To Apply

− Visit www.extension.iastate.edu/union for application or at the Union County Extension Office
− Deadline: March 12th, 2019 by 4:30 PM to the Union County Extension Office

Contact

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