



## 2018 Summer Employment Program – UW- Cooperative Extension

**County:** Marathon (Wausau)

**Type of Position:** 4-H Youth Development & Wisconsin Valley Fair Summer Office Assistant

**Employment Period:** May – August, dates negotiable

**Summary of Position:** This position is designed to provide assistance to County Extension staff during the busy summer months. The Summer Assistant will increase his/her knowledge of the Wisconsin Valley Fair, 4-H and youth development programs, community partnerships, volunteer development, the UW-Extension service and the 4-H Youth Development Educator responsibilities. This summer position provides valuable pre-professional experience for educational and community based careers. The 4-H Summer Assistant is supervised primarily by the Wisconsin Valley Fair Administrator, with guidance and support from the Marathon County 4-H Program Coordinator. The position is paid by moneys allocated from the Wisconsin Valley Fair and the Marathon County 4-H Leaders Federation.

**Responsibilities:** The 4-H Summer Assistant work involves, but is not limited to, front-end office work, implementation and promotion of youth development programs that benefit Marathon County youth and families, such as summer camps, pre-fair judging events, and in-school programs for youth. This is an entry-level position requiring significant contact with the public and ability to multi-task. This summer position works primarily during the daytime hours (8 a.m. - 4:30 p.m.), with some overnight and weekend work hours to be flexed per supervisor approval. (Weekend dates will be in June and July. Expect to work up to 15 hours per day during the week of the Wisconsin Valley Fair, July 30 - August 6, 2018.)

### PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:

- Assist clients in person, over the phone, and via e-mail, especially concerning clarifications associated with the Wisconsin Valley Fair Exhibit Book
- Ability to utilize Microsoft Office programs: Word, Access, Excel, Publisher, Outlook E-mail and Calendar
- Create and execute mail merges for mass mailings
- Perform data entry for various areas of the fair and 4-H Online systems
- Operate cash register and credit card reader
- Sell reserved seat tickets through online operating system
- Request donations from local businesses for WI Valley Fair promotions, as well as Marathon Junior Fair
- Make copies and scan documents, as well as organize packets for clubs, superintendents, and commercial vendors
- Carry out social media campaigns on Facebook, Twitter, Instagram, Pinterest and Snapchat platforms
- Teach culturally relevant educational programs to school aged youth, using pre-determined learner-centered activities and lessons
- Reach and engage diverse audiences in ways that are inclusive and do not discriminate to ensure full access to programs, facilities and educational services
- Build, strengthen and sustain trust-based relationships to promote cooperative and respectful work environments
- Develop and maintain positive working relationships with local partners and agencies
- Comply with reporting requirements of Marathon UWEX and the Wisconsin Valley Fair by maintaining and punctually submitting accurate work time records, travel expenses and program information
- Organize work and fulfill position responsibilities productively with indirect supervision in a highly visible public sector environment
- Communicate regularly and appropriately with supervisors and colleagues
- Be knowledgeable about the Wisconsin Idea and what UW-Extension programs are currently available
- Be responsive to evolving position, program, office and organizational needs; perform adjusted or additional duties as requested by supervisor



## **WORKING CONDITIONS:**

- Assume daily travel throughout Marathon County, especially from the Wisconsin Valley Fair Office to the UW-Extension Office
- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Work evenings on a regular basis and occasional weekends, as needed
- Transport office or teaching materials weighing approximately 20 pounds (50 pound max), on a daily basis, to sites throughout the county, including sites with uneven outdoor terrain, multiple levels of stairs, and long hallway distances

## **TO BE CONSIDERED ELIGIBLE FOR THIS POSITION, YOU MUST MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS:**

- High school graduate or equivalent
- Ability to teach interactive lessons to children in group settings
- Experience working effectively as a member of a work group
- Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity
- Evidence of successful leadership experience in 4-H, the Wisconsin Valley Fair, school and/or community organizations
- Self-motivated and self-directed
- Ability to deal with a variety of people from diverse backgrounds
- Strong organization and excellent written and verbal communication skills
- Enthusiasm and flexibility, strong critical thinking skills
- Valid driver's license and proof of insurability

## **BEST QUALIFIED APPLICANTS MAY ALSO DEMONSTRATE THE FOLLOWING PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to teach and communicate effectively orally, in writing, and through educational technology to adults and youth
- Ability to manage work responsibilities with flexibility
- Knowledge of and demonstrated ability to work cooperatively with other agencies and other community-based services and organizations
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts
- Successful volunteer or paid experience working with people from diverse backgrounds and experiences
- Knowledge of Cooperative Extension legacy as part of the U.S. system of land-grant institutions, dedicated to service in the public good

## **POSITION CLARIFICATION**

This position is subject to University of Wisconsin System, University of Wisconsin-Extension and Cooperative Extension human resource policies. This position description is not intended to be comprehensive in nature given the changes in primary duties/essential job functions and position expectations that can occur over time in response to emerging and assessed community, program and organizational needs. Changes to this position description are subject to the approval of the Cooperative Extension Human Resource Development Office and those to whom the position is accountable.

***EQUAL OPPORTUNITY:*** *The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, sexual orientation, creed, national origin, age, disability, pregnancy, marital or parent status, arrest or conviction record, or veteran status.*