



Extension
UNIVERSITY OF WISCONSIN-MADISON

Extension Eau Claire County Office
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<https://eauclaire.extension.wisc.edu/>

Eau Claire County Extension 4-H Youth Development Summer Intern Position

Title: Eau Claire County 4-H Youth Development Summer Intern

Office Location: Eau Claire County Extension office: 227 1st Street W Altoona, WI

Employment Period: start date flexible before May 19, 2025, and end date no later than August 31, 2025

Summary of Position: This position is temporary, working approximately 500 hours. The 4-H Summer Intern will increase their knowledge of youth development programs, community partnerships, volunteer development, Extension Service and 4-H Educator responsibilities. This summer position provides valuable pre-professional experience for educational and community-based careers. The 4-H Summer Intern is supervised by the Eau Claire County 4-H Educator and the Area 6 Extension Director.

UW-Extension Responsibilities:

1. Plan, coordinate, and deliver educational programming such as Day Camps, project boxes, and Kid's Day activities at the Eau Claire County Fair.
2. Assist in the supervision and delivery of 4-H overnight camping programs.
3. Prepare and produce newsletters, news articles, and social media graphics to promote Extension program events/activities.
4. Be present at the Eau Claire County Fair and provide assistance and leadership to youth judging and scheduled events as needed.
5. Assist Extension with additional short-term programming as opportunities arise.
6. Be involved in problem solving with volunteers and staff.
7. Assess our digital, social media, and print outreach presence and assist the 4-H Educator in developing or adapting our current use of these media.
8. If 21 years and older, travel and chaperone 4-H educational trips as needed.

Required Knowledge & Skill Qualifications:

- A post-secondary student 18 years of age or older (*Twenty-one years and older preferred*).
- Strong organizational and communication skills.
- Interest and/or experience in youth-related outreach education.
- Ability to work with people of diverse backgrounds.
- Evidence of effective leadership skills in school or community organizations.

Desired Qualifications:

- Ability to be self-directed and self-motivated.
- Experience with Microsoft Office computer software and social media platforms.
- Proficiency with Canva, InDesign, or other graphic design programs.
- Positive attitude and commitment to teamwork in a collaborative environment.
- Ability to creatively and flexibly solve problems as they arise.
- Ability to work well with adult volunteers and youth.
- Strong commitment to Extension's mission & 4-H Youth Development principles and practices.

Compensation: \$16/hour. Reimbursement for official job travel will be provided according to Eau Claire County policy.

Condition of Hire: Applicant must pass a Caregiver and Background check. Applicant must have a valid driver's license and proof of insurance.

Application Procedure and Deadline:

Send a cover letter that addresses how your experience and education meet the required qualifications, resume, and names, address, telephone number and email of three current references by January 30, 2025 to:

Rachel Hart-Brinson, Eau Claire County 4-H Program Educator

Email: rachel.hartbrinson@wisc.edu

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 parental status, arrest or conviction record, or veteran status.