

**2021 Summer Employment Program**  
UW Madison Extension Marquette County



**COUNTY:** Marquette County

**TYPE OF POSITION:** Youth Development Summer Assistant

**EMPLOYMENT PERIOD:** May –August, dates negotiable

**SUMMARY OF POSTION:**

This position is designed to provide assistance to County Extension staff during the busy summer months. The Youth Development Summer Assistant will increase his/her knowledge of 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 by the Marquette County 4-H Youth Development Educator.

**RESPONSIBILITIES:**

The Youth Development Summer Assistant work involves, but is not limited to, assisting in the design, implementation and evaluation of youth development programs that benefit the Marquette County 4-H program, such as summer camps, creative placemaking, and STEM (Science, Technology, Engineering and Mathematics). This is an entry level position requiring significant contact with the public. This summer position provides flexibility in scheduling; however, some overnight and weekend work may be required.

**QUALIFICATIONS:**

- Evidence of successful leadership experience in 4-H, school and/or community organizations.
- Completion of two years of college preferred
- Self-motivated and self-directed
- Ability to deal with a variety of people from diverse backgrounds
- Strong organizational and communication skills
- Enthusiasm and flexibility
- Valid driver's license and proof of insurability
- Must be available to work occasional nights and weekends
- Basic computer proficiency in Microsoft programs
- 4-H experience desirable

**SALARY:**

Negotiable. Reimbursement for official job travel, meals, etc. will be provided according to county policy.

**APPLICATION PROCEDURE AND DEADLINE:**

Send a cover letter, resume, and names, address, and contact information of three current references by **March 1**, to:

Christa Van Treeck, 4-H Youth Development Educator  
PO Box 338  
Montello, WI 53949  
[christa.vantreeck@wisc.edu](mailto:christa.vantreeck@wisc.edu) 920-398-0366

**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.