

## **Jackson County Internship Opportunity Summer 2025**

Jackson County is looking for individuals who are passionate about helping others and hands-on learning to fill a vacancy for the University of Wisconsin-Madison Division of Extension internship in the Positive Youth Development Program. This internship, based out of Black River Falls, WI will provide you with skills and experience that you can use in future careers.

We are looking for someone who is working on their post-high school education. The individual hired will work on a variety of tasks ranging from youth development, science education, horticulture, and many other projects. Our preferred candidate would have experience or coursework in science, agriculture, or related areas.

- Anticipated Start Date: around May 28, 2025
- Anticipated End Date (If Applicable): around August 15, 2025
- Remote Work Eligibility Detail: Not Remote
- Schedule: up to 480 hours total for summer internship
- Salary/Wage Range/Lump Sum: Pay range of \$14-16 an hour.

### **Qualifications**

- Employment will require a criminal background check.
- Student must be enrolled for credit at an educational institution. Student will need to show proof of enrollment before starting.
- Ability to assist in planning, coordinating, delivering, and teaching experiential 4-H summer programming.
- Ability to assist with countywide 4-H project programs.
- Be present at the Jackson County Fair and aid with scheduled Extension/4-H events as needed.
- Ability to assist in UW-Madison Division of Extension additional short-term programming as opportunities arise.
- If 21 years and older, travel and chaperone 4-H educational trips as needed.

### **Knowledge, Skills, and Abilities**

- Must be a post-secondary college student 18 or older (21 years and older preferred).
- Strong written and verbal communication skills, a keen eye for detail and grammar.
- Strong ability to coordinate and prioritize multiple responsibilities.
- Positive attitude and commitment to teamwork in a collaborative environment.
- Values life-long learning and views position as a learning experience.
- Strong organizational and communication skills.
- Ability to collaborate well with adult volunteers and youth.
- Ability to solve problems creatively and flexibly as they arise.
- Ability to be self-directed and self-motivated.
- Ability to work with people of diverse backgrounds.
- Evidence of effective leadership skills in school or community organizations.
- Experience in youth-related outreach education preferred.

- Strong commitment to UW-Madison Division of Extension mission and 4-H Youth Development principles and practices.
- Experience with Latino and/or Ho Chunk culture

**Position Summary/Job Duties:**

The 4-H Summer Intern will assist with various strategic responsibilities relating to Jackson County 4-H outreach and marketing presence. This includes, but not limited, to website page creation and maintenance, social media management, retention, outreach marketing, and more. They will also increase his/her knowledge of youth development programs, community partnerships, volunteer development, UW-Madison Division of Extension, and 4-H Youth Development Educator responsibilities. This summer position provides valuable pre-professional experience for educational and community-based careers. This position will also participate in maintaining Extension's garden plots. The 4-H Summer Intern is supervised by the Jackson County 4-H Youth Development Educator and the Area 9 Extension Director.

**Physical Demands:** standing and lifting of 15-40 lbs.

**For specific questions,** please contact Sarah Torbert, Area Extension Director for Pepin, Buffalo, Trempealeau, and Jackson Counties. **E-mail:** [sarah.torbert@wisc.edu](mailto:sarah.torbert@wisc.edu)

**To apply,** send a cover letter and an up-to-date resume to the following e-mail address:

**[cathy.hart@jacksoncountywi.gov](mailto:cathy.hart@jacksoncountywi.gov)**

**or to the following land address:**

**Jackson County Extension**

**ATTN: Cathy Hart**

**227 S. 11th St**

**Black River Falls, WI 54615**

**Equal Employment Opportunity Statement:**

UW-Madison is an Equal Employment, Equal Access Employer committed to increasing the diversity of our workforce.