

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: EXTENSION INTERN (SUMMER-LTE/SEASONAL)
DEPARTMENT: LAND USE PLANNING & ZONING
LOCATION: GOVERNMENT CENTER
SUPERVISOR: DIRECTOR OF LAND USE PLANNING & ZONING

SUMMARY:

As a position focused on learning, the Extension Summer Intern will assist Extension Staff in selected programs. These include programs in Health & Well-Being and 4-H Youth Development.

LOCATION: GREEN LAKE COUNTY EXTENSION OFFICE, GREEN LAKE COUNTY GOVERNMENT CENTER

SUPERVISOR: EXTENSION DEPARTMENT HEAD

EMPLOYMENT PERIOD: June – July, approximately 360 hours. Actual start and end dates are somewhat flexible.

HOURLY RATE OF PAY: \$10.00

ESSENTIAL DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)

- Assist with planning and coordinating educational programs under the direction of the County Extension staff.
- Prepare newsletter articles, news releases, brochures, and other program promotional materials.
- Assist and work with youth, volunteers, and general public.
- Assist with 4-H Camp and State Fair preparations as needed.
- Assist with coordinating educational displays, activities, and teaching tools for project areas.
- Other responsibilities as assigned and required.
- Attend Ag, Extension Education and Fair Committee meetings.
- Serves as office representative for meetings, events, etc. (beyond normal working hours) when requested by educators or as job duties require.
- Serves as liaison and be able to work independently with organizations, groups, etc. associated with the UW-Extension office and educators.
- Thorough knowledge of several computer programs including but not limited to, Microsoft Office (Word/Excel/Publisher/PowerPoint), and other software as required in the department.
- Knowledge of social media sites (Facebook, Twitter, etc.) to use for promoting and advertising events.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Extension programs.
- Ability and skill in the operation of a variety of office equipment; knowledge and skill in the application of desktop publishing and presentation software, word processing and spreadsheets.
- Proven experience and knowledge of Microsoft Publisher and PowerPoint are required.
- The ability and desire to learn and improve ability with existing and new computer software programs preferred.
- Type 60 wpm with accuracy, multi-tasking experience, and have strong communication and organizational skills.
- Ability to add, subtract, multiply, divide, and calculate decimals and percents using a calculator.
- Ability to establish and maintain all required accounting records according to generally accepted accounting principles and procedures.
- Ability to communicate effectively, both orally and in writing with a diverse group of people; ability to prepare agendas, take, and transcribe minutes of meetings.
- Ability to work independently with a high level of confidentiality.

QUALIFICATIONS:

- Basic computer knowledge required (including MS Office Suite).
- Strong interest in working with individuals of all ages – youth to older adults.
- Ability to understand and effectively carry out instructions, meet deadlines and maintain accurate and complete records.
- Must be attending a College, University or Technical College in the upcoming Fall semester and pursuing a degree. Completion of some college coursework preferred.
- Must work well independently and in a team environment.
- Demonstrates organizational and leadership skills.
- Available for occasional evening and weekend work.
- Access to a vehicle, driver's license and own vehicle insurance.

WORKING CONDITIONS:

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS: At least 65% of time is viewing a computer screen, talking, hearing, handling objects, or fingering, which includes typing and writing. Walking, sitting, using far and near vision is used 35% of the time including stooping, kneeling, crouching, climbing, and reaching. Five percent of time may be use for high-level activity, such as heavy lifting up to 50 pounds, running, and grappling, pulling, pushing, or moving heavy equipment.

ENVIRONMENTAL DEMANDS WHILE PERFORMING ESSENTIAL FUNCTIONS: 90% of time is indoors; 10% may be outdoors.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS: Computer, scanner, digital camera, calculator, telephone, copy machine, fax machine, laminating machine, and other equipment as it comes available.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.