

JOB DESCRIPTION

EXTENSION OFFICE SUMMER INTERNSHIP, JEFFERSON COUNTY

1. Have a valid driver's license & be at least 16 years of age.
2. Assist office staff so that 4-H and Extension programming remains strong.
3. Assist office staff, i.e. mailings, telephone, email, etc.
4. Help maintain appropriate office facility appearance.
5. Have excellent interpersonal skills and enjoy working with people.
6. Maintain a positive image for Extension, 4-H, and youth development.
7. Participate in staff meetings
8. Understand and use computers and software for word processing and publishing.
9. Help with financial management of some programming.
10. Assist and teach various summer programs:
 - 4-H Camp Renegade & Camp Venture
 - Summer Reading Program
 - 4-H workshop programming assistance
 - 4-H contest assistance
 - Jefferson County Fair
11. Assist with other UNL Extension programming as time permits or as necessary.
12. Perform other tasks as necessary or appropriate.

As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See <http://www.unl.edu/equity/notice-nondiscrimination>.

Time Period: Approximately 14 hours/week or more depending on the candidate.
Position will likely run through May - August

Qualifications: Strong people skills and enjoy working with youth. A 4-H or Extension background and strong organizational skills necessary. Oral and written communication skills essential. Computer experience essential.

Relationship: This position is professionally and administratively responsible to the Jefferson County Extension Board & Lead Educator.

Compensation: Position is funded through Jefferson County with the office located in Fairbury, NE.

- Based on 14 hours/week. Hours to be determined at time of acceptance.
- Jefferson County Fair week will require more than 40 hours.
- No health insurance included.
- Social security, state income tax, and federal income tax will be withheld.

Applications: Submit a current resume, two references to:

Jefferson County Extension
Attn: Darci Pesek
517 F Street
Fairbury, NE 68352