



## **2024 Iron County 4-H Summer Assistant Position Description**

### Mission:

Iron County 4-H will, along with community partners and adult volunteers, engage youth in creative, research-based youth development programs designed to develop skills that promote healthy eating and lifestyle choices including physical activity.

### Audience served:

School age youth grades 3 -12 and adult volunteers in Iron County, Wisconsin.

### Summer Program highlights:

Iron County 4-H Summer Assistants will work with Summer Youth Development Team to deliver programs throughout the summer:

- 1) Iron County Summer Youth Outpost Camp - July 8-12. This is a leadership skill development camp for youth in grades 6-8. that provides youth with the opportunity to learn more about their leadership style and how that works with other styles. Through facilitated training and discussions, the youth and staff will develop teamwork skills, problem solving skills and critical thinking skills to better prepare them for future leadership positions in and out of school.
- 2) Iron County Summer Youth Camp - July 22-26. The Iron County 4-H Summer Assistant will assist with the planning of the summer camp program that is open to all youth in grades 3-5 in Iron County schools. The camp is attended by 65 youth and is led by a staff of 30 high school students and about 12 adult volunteers. The Summer Program Coordinator would be responsible for planning sessions for daily rotations (educational activities appropriate for an outdoor camp environment). They would also plan a session for our late-night sessions. They will also work to create and prepare new materials needed for the successful operation of the camp program.
- 3) Work with other summer staff to plan 2-3 weeks of summer day camps. This includes but is not limited to healthy eating, STEM, physical activity, and arts and crafts. Day camps create an environment where youth feel they belong and are accepted, they learn to master skills, gain a sense of independence, and work to build a feeling of generosity. These are the 4 essential elements of 4-H Youth Development.
- 4) The Iron County 4-H Summer Assistant coordinates events that happen during the Iron County Fair. Including developing and carrying out a promotional plan for the

pie auction. Contact judges and auctioneers, prepare equipment, organize events and activities to draw youth into the 4-H building, coordinate pre-registration of project entries and assist judges where needed.

Summer Assistant activities and responsibilities:

- 1) Serve as a member of the Iron County UW-Extension Youth Development summer programs team.**
- 2) Work cooperatively with other Summer Associates and volunteers to plan and present 4-H youth program sessions.**
- 3) Organize lesson plans, materials, resources, and people for 4-H youth program sessions.**
- 4) Recruit high school youth and adults to serve as program volunteers where needed.**
- 5) Keep records of youth enrollments and prepare information needed for reporting outcomes.**
- 6) Evaluate program effectiveness.**

Direct Supervisor: Neil Klemme, Iron County 4-H Youth Development Educator, University of Wisconsin-Madison, Division of Extension; [neil.klemme@wisc.edu](mailto:neil.klemme@wisc.edu) or phone at (715) 561-2695

Expectations: 1) Ability to clearly communicate with adults and youth both verbally and in writing. 2) Ability to work effectively as a team member and independently. 3) Leadership skills that motivate others to contribute their best to a program. 4) Licensed driver and a personal car for transportation. This rural area requires travel to work sites. Mileage reimbursement is provided from the base office to work sites. 5) Clearance for law enforcement background check and completion of 4-H Youth Protection certification.