

2026 4-H & Extension Crawford County Summer Intern – Position Description

COUNTY: Crawford County (County Seat: Prairie du Chien)

TYPE OF POSITION: 4-H Extension Summer Intern

EMPLOYMENT PERIOD: **May - August**, dates negotiable, approximately 300 hours

SUMMARY OF POSITION:

This position is designed to provide assistance to County Extension staff during the busy summer months. The 4-H Summer Intern will increase his/her knowledge of youth development programs, community partnerships, volunteer development, UW-Extension and the 4-H Youth Development Educator responsibilities. This summer intern position provides valuable pre-professional experience for educational and community-based careers. The 4-H Summer Intern is supervised by the Crawford County 4-H Youth Development Educator.

RESPONSIBILITIES:

The 4-H Summer Intern work involves, but is not limited to, assisting in the design, implementation, promotion and evaluation of youth development programs that benefit the Crawford County 4-H program, such as 4-H project lessons; 4-H fundraising activities; STEM events; animal science events; media collaboration; Summer Camp day camps; nutrition and physical activity events and other office tasks as assigned. This is an entry level position requiring significant contact with the public. Excellent learning opportunities in communications and marketing, volunteer development, teamwork, program development and more. This summer position provides flexibility in scheduling; however some weekend and evening work will be required.

QUALIFICATIONS:

- Evidence of successful leadership experience in 4-H, school and/or community organizations.
- Self-motivated and self-directed
- Ability to deal with a variety of people from diverse backgrounds
- Strong organization and excellent written and verbal communication skills
- Enthusiasm and flexibility; strong critical thinking skills
- Valid driver's license and proof of insurability
- Must be available to work occasional nights and weekends
- Computer proficiency in Microsoft programs
- 4-H experience highly desirable
- At least one year out of high school
- Knowledge of Crawford County a plus

SALARY:

\$14.84 an hour, approximately 20 hours/week. Reimbursement for official job travel will be provided according to county policy.

APPLICATION PROCEDURE AND DEADLINE:

Send cover letter, resume, and references either by mail or email by February 13th to:

Crawford County UW-Extension
225 N. Beaumont Suite 240
Prairie du Chien, WI 53821
608-326-0223
or
amy.mitchell@wisc.edu

EQUAL OPPORTUNITY:

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