



## Clark County Cooperative Extension AmeriCorps\*VISTA Summer Associate

### **Program Overview:**

AmeriCorps\*VISTA's mission is to create and expand programs that ultimately help bring low-income people and communities out of poverty. The Clark County AmeriCorps\*VISTA will serve as a member of the Clark County UW-Extension educator team. In cooperation with the educators, the Clark County Nutrition Coalition, and other community partners, the VISTA will work with community gardening educational programs and activities that will help supply fresh fruits and vegetables to limited resource families. The VISTA volunteer will also work to support district-wide initiatives, primarily marketing efforts to better connect citizens with Extension's non-formal community-based educational programs and resources.

### **Position Responsibilities:**

- Serve as a member of the Clark County UW-Extension educator team
- Develop a timeline for implementation of a new community garden project in the Neillsville School district
- Promote the community garden to businesses and volunteer organizations
- Recruit and organize volunteers to support gardening activities
- Develop marketing information related to the garden
- Provide support to the development of curriculum and educational programming at the garden.
- Create a plan for garden sustainability beyond the first year of the project
- Prepare and deliver reports to the county Extension Education Committee, County Board of Supervisors, and other community stakeholders as requested by the Clark County UW-Extension department head
- Contribute to Cooperative Extension Western District priority initiatives
- Participate in VISTA orientation and professional development, and additional in-service training as needed

### **Required Qualifications:**

- Minimum age 18
- Excellent organizational skills including the ability to coordinate program details and organize workloads
- Competence working with Microsoft Office programs and the internet
- Ability to work in a context of individual and cultural differences
- Ability to schedule evening and some weekend work as a regular part of position duties
- Transportation adequate to fulfill positions responsibilities
- Ability to communicate ideas effectively verbally, in writing, and through educational technology to both youth and adults
- Commitment to a team work environment

### **Preferred Qualifications:**

- Some higher education or a college degree
- Volunteer or paid experience working with people from culturally diverse groups
- Knowledge of gardening
- Experience with volunteer management
- Experience in program marketing

**Direct Supervisor:**

Julie Simek, Clark County Family Living Agent  
University of Wisconsin-Extension  
julie.simek@ces.uwex.edu  
715-743-5121

**Office Location:**

This position will work primarily out of the Clark County UW-Extension Office, 517 Court St, Room 104, Neillsville WI. Some work may also be conducted out of the Western District Office, 35 S First St, Black River Falls WI.

**Remuneration:**

- The AmeriCorps\*VISTA is a volunteer position. The volunteer will receive a living stipend of \$833 per month (\$1,533 for the term of service). Direct deposit of stipend into member's bank account is required
- If service is successfully completed, the volunteer will receive either a \$1,000 Education Award or a \$200 monetary award
- Travel and approved job-related expense reimbursement
- Professional development opportunities

**To Apply:**

Applications are accepted on-line. Go to [www.americorps.gov/vista](http://www.americorps.gov/vista) where you will be asked to create a "My AmeriCorps" account and you will be able to complete an on-line application. Apply to the position titled: "**Clark County UW-Extension Summer VISTA**".