



Mailing Address:
P.O. Box 338
Montello, WI 53949

Phone: 608-296-5200

Email – marquettefairwi@gmail.com
www.marquettecountyfairwi.org

Located at:
757 South Main St
Westfield, WI 53964

Marquette County Youth Organization Association Internship Program

The Marquette County Youth Organization is a non-profit entity dedicated to addressing the needs of and improving the lives of the youth and families of Marquette County. The fair works to provide positive experiences for families through the support of various youth programs in Marquette County. The fair is committed to providing quality family-based opportunities and experiences promoting agriculture, entertainment, and technology through education. **Under the supervision and direction of Elected Board members of the Marquette County Youth Organization the intern(s) will have the following duties:**

Job Duties

- Work with different committees of the Fair Board
- Procure volunteers
- Create advertising
- Communicate with vendors
- Distribute materials
- Update Marquette Co. Fair website & Facebook page
- Promote the Fair at County wide events
- Assist with exhibitors & entries
- Coordinate with entertainment & vendors
- Assist with Fair Set-up & Clean up
- Assist in Fair Office during the Fair

Requirements

- Must have be a 17 years of age or older
- Be familiar with and competent on various computer applications including MS Word, Excel, and
- Have a strong work ethic and be able to work extended and late hours during fair.
- Have good communication skills and enjoy working with people
- Have good organizational skills
- Have good critical thinking skills, having the ability to see a project through from start to finish with limited directions
- Can work independently, does not need continual assistance

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Hours and Rate of Pay

- The internship position begins May 1 and ends August 7. The work hours will vary with occasional evenings and weekends being required. The Marquette County Fair dates are June 25-29, 2025. This position will earn a \$2,500 scholarship award as the result of the work performed. Upon completion of the position, payment will be made by the Fair board to the designated college, university or technical school once verification of enrollment has been provided.

To Apply please submit the following by April 22, 2025:

- A cover letter outlining the candidate's interest in the position
- A typewritten resume
- Completed application

Please note that incomplete applications or any missing items will not be considered for this internship

Applications / resumes will be accepted by e-mail, or US mail as follows:

- E-mail: marquettefairwi@gmail.com (type "Internship" in the subject line of email)
- US Mail
 - o Marquette County Fair
Attn: Internship Coordinator
PO Box 338
Montello, WI 53949
- For questions, please contact us at (608)296-5200.

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Marquette County Youth Organization Association Internship Application

The Marquette County Youth Organization Association, Inc. is an affirmative action / equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation, or national origin is prohibited.

To be considered for an internship, a signed & completed application, cover letter, and resume must be submitted. Please refer to the Internship Program Information Sheet to determine if additional application items are required. Submissions should be emailed to: marquettfairwi@gmail.com or mailed to the above address. All application items must be submitted as a complete packet by April 22nd, 2025. Incomplete applications will not be reviewed or considered for an internship.

General Information

Name:

Address:

City:

State:

Zip:

Telephone Number:

E-mail Address:

Highest Level of Education

Type of School	Name and Location	Degree / Date	Major
High School			
College			

Scholastic Honors:

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Employment History (Includes paid, volunteer, and intern positions)

Most Recent Employer:

Address:

City:

State:

Zip:

Telephone Number:

Position Title:

Start Date:

End Date:

Supervisor (Name & Title):

Description of Duties:

Employment History (Includes paid, volunteer, and intern positions)

Employer:

Address:

City:

State:

Zip:

Telephone Number:

Position Title:

Start Date:

End Date:

Supervisor (Name & Title):

Description of Duties:

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References:

Name:

Telephone Number:

Company / School:

Relationship:

Known How Long:

Name:

Telephone Number:

Company / School:

Relationship:

Known How Long:

Name:

Telephone Number:

Company / School:

Relationship:

Known How Long:

Community / Professional Organizations, Honors, and Awards:

Activities relevant to the internship for which you are applying:

Brief statement on why you would like to work as a Marquette County Youth Organization Association Intern:

I certify that all of the statements in this application are true and complete to the best of my knowledge.
I understand that a false or incomplete answer may be grounds for not being considered.

Signature:

Date: