

# JEFFERSON COUNTY

## HUMAN RESOURCES

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66 SE D St, Suite E • Madras, Oregon 97741 • Ph (541) 325-5002 • Fax (541) 325-4454  
• [HR@jeffersoncountyor.gov](mailto:HR@jeffersoncountyor.gov)



### Job Announcement Summer Work Program - 2026

The Summer Work Program employs candidates graduating in 2026 from a Jefferson County high school, who plan to attend college or post-secondary vocational/trade program during the 2026–2027 school year; or candidates who are currently attending and plan to continue full-time at a college, university, or post-secondary vocational/trade program during the 2026–2027 school year. **To be eligible for the summer work Program, candidates (or their parent/guardian) must reside in Jefferson County.** The Summer Work Program duties are to perform general labor or administrative tasks to assist any of the following divisions of Jefferson County Government: Buildings & Grounds (includes parks and cemetery), Public Works, Administration Office, or the Jefferson County Fairgrounds.

#### Program Specifications:

- Preferably Summer Work Program candidates will begin work by June 29, 2026.
- The maximum duration of Summer Work employment will be 90 calendar days.
- A Summer Work participant's schedule may include an alternative workweek, such as Tuesday-Saturday or Sunday-Thursday.
- Time off during the Summer Work Program must be pre-arranged and approved by the Supervisor. Time off during the Summer Work Program cannot exceed ten (10) consecutive workdays or 40 total hours.
- Summer Work participants are held to the same standards of conduct as any Jefferson County Employee.
- Jefferson County reserves the right to terminate the employment relationship at any time with or without cause.
- The 2026 Summer Work participants hourly wage is \$19.20 for the first year of employment. If the Summer Work participant is selected to return for succeeding years (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>) their hourly wage will increase by 2% from the summer program wage.
- Summer Work participants who have questions or concerns regarding work and other matters, may communicate them to their Supervisor, the Department's Director or the Human Resources Department, [HR@jeffersoncountyor.gov](mailto:HR@jeffersoncountyor.gov).
- Participation in the Summer Work Program is limited to five (5) years.
- Jefferson County will conduct a background check which must be successfully passed to be considered for the 2026 Summer Work Program. Jefferson County is committed to a drug-free environment, and applicants may be subject to a pre-employment drug screening.

**The application and job packet can be obtained by visiting:**

**<https://www.midoregonpersonnel.com/summerworkprogram/>; or in-person at Mid Oregon Personnel at 213 SW 4<sup>th</sup> Street, Madras, OR. 97741. For questions call (541) 475-7640.**

Jefferson County Mid Oregon Personnel  
213 SW 4<sup>th</sup> Street, Madras, OR 97741  
[julie@midoregonpersonnel.com](mailto:julie@midoregonpersonnel.com)  
Fax: 541-475-7656

## Jefferson County Summer Work Program Letter of Interest

I, \_\_\_\_\_, would like to participate in the Summer Work Program for 2026 with Jefferson County.

Choose all that apply:

\_\_\_\_ I am currently attending \_\_\_\_\_ (i.e., name of high school, college, or vocational/trade program);

\_\_\_\_ In Fall 2026, I will be attending \_\_\_\_\_ (i.e., name of college or vocational/trade program).

I understand that:

- The start date of the Summer Work Program will be no later than June 29, 2026.
- The maximum duration of Summer Work employment will be 90 calendar days.
- Any time off during the Summer Work Program must be pre-arranged and approved by the Supervisor. **Any time off during the Summer Work Program cannot exceed ten (10) consecutive workdays, 40 total hours. The dates leading up to and including the annual County Fair normally will not be granted "time-off" requests.**
- I will be held to the same standards of conduct as Jefferson County employees.
- A Summer Work participant's work schedule may include an alternative work week, such as Tuesday-Saturday or Sunday-Thursday.
- Jefferson County reserves the right to terminate the employment relationship at any time with or without cause.
- A 2026 Summer Work participant's hourly wage is \$19.20 for the first year of employment. If a Summer Work participant is returning for succeeding years (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>) their hourly wage will increase by 2% for each year.
- If I have questions or concerns regarding work and other matters, I may communicate them to my Supervisor, Department Director or the Human Resources Department, [HR@jeffersoncountyor.gov](mailto:HR@jeffersoncountyor.gov).
- Participation in the Summer Work Program is limited to five (5) years.
- I understand that Jefferson County will conduct a criminal background check which I must successfully pass. I must complete and submit the release forms so I may be considered for the 2026 Summer Work Program.
- To be considered, I must submit: **(1) employment application; (2) letter of interest; and (3) proof of current or Fall 2026 school or trade/vocational program enrollment. (This can be a letter of acceptance, or letter of intent to attend the educational institution or trade/vocational program will be accepted in lieu of proof of enrollment).** The application materials may be submitted one of several ways: apply online at <https://www.midoregonpersonnel.com/summerworkprogram/> or mail, fax or hand deliver materials to:

Jefferson County Mid Oregon Personnel  
213 SW 4<sup>th</sup> Street, Madras, OR 97741  
[julie@midoregonpersonnel.com](mailto:julie@midoregonpersonnel.com)  
Fax: 541-475-7656

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|----------------------------------|---------------|---------------|
| <b>Applicant's Name (Print):</b> | <b>Email:</b> | <b>Phone:</b> |
| <b>Applicant's Signature:</b>    |               | <b>Date:</b>  |