

## **4-H Program Assistant Position Description** **K-State Research and Extension, Midway District- Russell Office**

### **Employer and Supervisor:**

The 4-H Program Assistant reports to the District 4-H Agent. The district governing body provides the salary and benefits.

### **General Responsibilities:**

The Extension 4-H Program Assistant provides support to the local K-State Research and Extension 4-H Youth Development educational program. Completion of registered 4-H volunteer will be required.

### **Specific Responsibilities:**

In consultation with the District 4-H Agent:

1. Assist with management of the District's 4-H club programs
  - a. Manage teaching of adult and youth club leaders
  - b. Recruit and promote 4-H club membership and participation
  - c. Assist in management of the finances and accountability of district 4-H organizations and clubs
  - d. Maintain supplies of 4-H resources for volunteers and 4-H families
  - e. Assist in implementing strategies for retaining new 4-H families
  - f. Ensure availability and accuracy of the local 4-H data
2. Coordinate and manage the District's 4-H events and activities
  - a. In coordination with the District 4-H Agent, implement and manage the 4-H program at county fairs and/or other annual showcases
  - b. In coordination with the District 4-H Agent, implement plans for 4-H events and activities such as club days and camps
  - c. Coordinate, teach and evaluate 4-H events and activity programs such as SPIN clubs, after school programs and youth leadership
  - d. Work with 4-H Councils and 4-H Youth Development Program Development Committee
  - e. Initiate and plan youth leadership opportunities such as ambassador programs and junior leader clubs
3. Oversee volunteer roles and contributions
  - a. Recruit, enroll, screen, support, train and assist in teaching local volunteers
  - b. Act as first point of contact for volunteers for training, teaching and direction

- c. Adapt, implement, teach and evaluate volunteer training
  - d. Promote, coordinate and encourage youth and adult participation in volunteer training
4. Ensure effective local 4-H youth development program communications and revenue generation
  - a. Promote and market 4-H youth development activities
  - b. Assist with fundraising/revenue generation as appropriate for 4-H Councils or Extension programs
5. In cooperation with the District 4-H Agent, coordinate the District's youth participation in regional, state, national and international opportunities
6. Participate in 4-H youth development program training and updates to remain current in youth development, 4-H programming, delivery impact and program policies
7. Specific tasks to include:
  - a. Quarterly and annual volunteer screening
  - b. Volunteer training
  - c. New family training
  - d. RS fair award sponsors
  - e. EW Fair Entry
  - f. Fair-related tasks which run from early June-late Sept.
  - g. Event entries and paperwork for Favorite Foods show, District Club Days, Regional Club Days, camp, weigh-ins/tagging, CIA/KYLF/Discovery Days
  - h. Assist with securing and communication with superintendents for fairs
  - i. Assist in securing fair judges

**Required Knowledge, Abilities and Skills:**

Excellent verbal and written communication skills, special interest in working with adults and youth and willingness to serve as a role model for youth. Demonstrated leadership in carrying out educational programs. Basic understanding of youth development principles. Experience coordinating events and educational activities. Ability to represent the district office of K-State Research and Extension in a professional manner.

High school diploma required with evidence of higher education course work attained in education, youth development or a related field, or significant experience in direct youth development organization work (as a member, volunteer, leader, paid staff member or some combination) preferred. Access to reliable transportation, liability insurance, and a valid Kansas driver's license for job related travel.

The work is varied and may require evenings or weekends. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

**Salary:**

This is a part-time position (approximately 32 hours per week) and hours will be flexible depending on the event and activity times. The minimum hourly salary for this position will be \$11.00 per hour. Compensatory time may be earned at 1.5 hours of paid time for every hour worked over 32 in a work week.

**Benefits:**

The 4-H Program Assistant will receive the following benefits: holiday time as designated by the Ellsworth County Commissioners; retirement through KPERS; vacation time at a rate of 6 hours per month; sick leave at a rate of 6 hours per month.

K-State Research and Extension is an equal opportunity provider and employer.

Return completed applications to:  
Midway Extension District- Russell Office  
309 S Fossil  
Russell, KS 67665