

Extension Program Assistant Position Description K-State Research and Extension, Midway Extension District

Position Overview:

This position will assist the Midway Extension District staff design and implement programs in the communities we serve. Each day in the life of our staff brings new events and needs, so the ability to multi-task is critical for a potential employee. Becoming a certified 4-H volunteer will also be required.

Employer and Supervisor:

The program assistant reports to the Midway Extension District Director, and governing board members of the Midway Extension District.

Specific Responsibilities: In consultation with Midway Extension District Agents

- 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. Maintain supplies of 4-H resources for volunteers and 4-H families
 - d. Assist in implementing strategies for retaining new 4-H families
 - e. Ensure availability and accuracy of the local 4-H data
- 2. Assist in coordinating Midway District events and activities**
 - a. Work with extension agents to implement plans for programs and consultations throughout the year. These events would include agricultural producer meetings, Family and Consumer Science related events, and 4-H events such as county fair, club days, and camps
 - b. Coordinate, teach and evaluate 4-H events and activity programs such as SPIN clubs, after school programs and youth leadership
 - c. Work with 4-H Councils and 4-H Youth Development Program Development Committee
- 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

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.

Work Schedule/Pay/Benefits

This is a full-time position working 40 hours per week where the work schedule is varied and may require evenings or weekends. The position will have responsibilities in both the Russell and Ellsworth County offices. Transportation between both offices and events is provided by Midway Extension District.

This is an hourly paid position, with level of compensation dependent on experience level and skill-set.

Benefits include vacation and sick leave as well as KPERs retirement benefits. While health insurance is **NOT** provided, following the completion of a satisfactory 90-day probationary period and review the employee is eligible for an additional \$350 per month bonus.

Application Procedure

Please visit the Midway District website, <https://www.midway.k-state.edu>, to find an application and a copy of this job description, or stop by our Extension office locations in Ellsworth and Russell for hard copy applications.

Midway Extension District: Ellsworth Office

210 N. Kansas Ave. Suite #1 Courthouse
Ellsworth, KS 67439

Midway Extension District: Russell Office

309 S. Fossil St.
Russell, KS 67665

Completed applications can be sent to Midway Extension District Director Clinton Laflin by email to cclaflin@ksu.edu, or dropped off at either of our office locations. This position will remain open until filled.

Have Questions?

Please call Midway Extension District Director Clinton Laflin with any questions. Laflin can be reached by email at claflin@ksu.edu, or by phone at 785-483-3157.

EQUAL EMPLOYMENT OPPORTUNITY: Midway Extension District is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.