Description:

The 4-H Program Assistant is responsible for coordinating and managing the comprehensive 4-H youth development program in an Extension Unit. This position is supervised by the Local Extension Unit Director and/or the 4-H Youth Development Extension Agent. Minimal overnight travel and evening and weekend work will be required. Questions about this position, please contact Anne Pitts, 4-H Agent, at 316-284-6930.

Responsibilities:
Due to the nature of the position, there will be times when the employee will need to utilize an alternative schedule to meet responsibilities, different than the standard business hours of the office. Minimal overnight and weekend work will be expected, for example Kansas 4-H Program Rally.

This position will spend most of their time in the schools and working remotely; with some planning and preparation in the office.

1. **Assist the Extension Unit to enhance the 4-H program through multiple delivery methods and audiences.**
   a. Implement policies according to the Kansas Youth Development Policies, Best Management Practices and Information.
   b. Involve the 4-H Youth Development Program Development Committee (PDC) to plan and evaluate programs.
   c. Utilize volunteers to initiate and plan youth leadership opportunities.

2. **Coordinate and manage the Extension Unit’s 4-H activities within the school systems.**
   a. Ensure accuracy and use of the local 4-H data and evaluation systems.
   b. Promote and market 4-H youth development activities.
   c. Plan, implement, and evaluate programming within the schools in Harvey County.
   d. Build relationships with the five school districts in Harvey County.

3. **Manage volunteers and their contributions.**
   a. Recruit, enroll, screen, orient, register, support and train local volunteers.
   b. Steward the local Volunteer Information Profile.

4. **Communicate the value of the local 4-H program.**
   a. Provide program information to media, partners and stakeholders.

5. **Coordinate the Extension Unit’s youth participation in area, state, national and international opportunities.**
   a. Market opportunities and encourage youth participation.

6. **Participate in Area and State 4-H youth development program training sessions and updates to remain current in youth development research, 4-H programming, risk management, delivery methods and program policies.**
Qualifications:
Required:

- Significant experience in a youth development organization (as a member, volunteer, leader, paid staff member or some combination) OR Bachelor’s degree in education, youth development, sociology or related field.
- Ability to communicate effectively both verbally and in writing.
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver’s License.
- Ability to represent the local K-State Research and Extension office in a professional manner.
- A criminal background check is required.

Preferred:

- Experience in working with individuals, groups and co-workers to accomplish goals.
- Experience in word processing, email and internet resources.
- Experience in working with volunteers.
- Experience in coordinating events and educational activities.
- Experience and skills in program development, teaching and evaluation.

Benefits:

Salary will be set by the Harvey County Extension Board and thus, is subject to the provisions of the Fair Labor Standards Act. Wage will be based on experience. The employer will deduct, and contribute, as required, to all standard mandatory deductions (Federal income tax, State income tax, Social Security, and Medicare).

This is a part-time, seasonal, non-exempt position and is currently funded through a grant. Pay periods will be monthly based on a 10-hour work week.

Equal Employment Opportunity

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