

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 the 4-H Youth Development Extension Agent. Some overnight travel and evening and weekend work will be required.

Expectations and Responsibilities:

All of the below, will be implemented alongside the agent or on program assistant's own. All programs, opportunities, events, and trainings will be overseen by the agent and ultimately the Local Unit Director. Program assistant, will have 10% of program development and 90% of managing the local 4-H program.

1. Assist the Extension Unit to enhance the 4-H program through multiple delivery methods and audiences.
 - a. Expected to implement policies according to the Kansas Youth Development Policies, Best Management Practices and local County Policies
 - b. Expected to utilize volunteers to initiate and plan youth program opportunities.
2. Coordinate and manage the Extension Unit's 4-H club programs.
 - a. Expected to manage and track the training of adult and youth club leaders.
 - i. Officer training, community leader training, etc.
 - b. Will assist agent in growing and recruiting the 4-H program through multiple delivery methods.
 - c. Expected to maintain the financial side of the 4-H program through Quick Books.
 - d. Expected to manage the 4-H online enrollment.
 - e. Expected to write, edit and distribute the 4-H Informer Newsletter.
3. Coordinate and manage the Extension Unit's 4-H events and activities.
 - a. Will promote and market 4-H youth development and activities.
4. Manage Volunteers and their contributions.
 - a. Expected to recruit, enroll, screen, orient, register, support and train local volunteers.
 - b. Expected to maintain the local volunteer's approval process.
 - c. Expected to act as the primary contact of volunteers.
5. Communicate the value of the local 4-H program.
 - a. Provide program information to media, partners and stakeholders.
 - b. Expected to keep the website up to date.
 - c. Expected to promote events, 4-H youth, volunteers and our program on all social media accounts.
6. Coordinate the Extension Unit's youth participation in area, state, national and international opportunities.
 - a. Market opportunities and encourage youth participation.
 - b. Expected to recruit, enroll, screen, orient, register, support and train volunteers to serve as chaperons, leaders and teachers.
7. Participate in Area and State 4-H youth development program training sessions and updates to remain current in youth development research, 4-H programing, risk management, delivery methods and program policies.
8. Work with local agent and director to decide on programing and develop professionally.

- a. Expected to participate in monthly check ins with 4-H Youth Development Agent.
- b. Expected to act professionally when dealing with the public in regards to 4-H youth programming.
 - i. Dress, language, music, etc.
- c. Program assistant will be allowed to develop a program under their 10% duties. The program will need to be approved by the 4-H agent.

Qualifications:

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

Benefits:

Salary will be set by the Harvey County Extension Board. This is a full-time non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act. Pay periods will be monthly based on a 37.5-hour work week. Salary will be based on experience. The employer will contribute a Social Security benefit according to the employer's share of the salary each month to the Social Security Administration.

Working hours are based on a 37.5-hour work week. 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. Some overnight and weekend work will be expected. There may be times when the employee will be expected to work extra hours. These hours will be approved by the Local Unit Director. These hours will be compensated with compensatory time. For each additional hour worked, the employee will earn 1 ½ hours compensatory time.

The employee will be enrolled in KPERS (Kansas Public Employees Retirement System).

The Harvey County Extension Board will pay for a single health insurance plan at full cost for the employee.

Annual Leave (vacation) is accumulated at the rate of one day per month, twelve days per year, for employees employed one through five years. Annual leave may be accumulated up to 20 days. Increases in allowable earned annual leave are based on years of service. Sick leave is accumulated one day per month. Accumulated sick leave can total no more than 90 days. Bereavement Leave, Court Leave, Family Medical Leave Act (FMLA) benefits are available to the employee. Addition details will be shared upon request.

Equal Employment Opportunity

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