

# **K-State Research and Extension - Atchison County Administrative / 4-H Program Assistant Job Description**

## **GENERAL DESCRIPTION**

The 4-H Program Assistant is responsible for coordinating and managing the comprehensive 4-H youth development program and office administrative role of Atchison county. This position is supervised by the county extension agents. Some overnight travel and evening and weekend work will be required. The program assistant will participate in weekly office conferences, answer clientele questions, and assist with other Extension programs as needed. This position requires familiarity with the breadth and scope of the 4-H program and office management.

## **QUALIFICATIONS**

- **Required:**
  - High school diploma.
  - A commitment to support the philosophy and mission of K-State Research and Extension.
  - Ability to represent the local K-State Research and Extension office in a professional manner.
  - A receptiveness to receiving instruction from Extension Agents.
  - Ability to communicate effectively both verbally and in writing.
  - Organizational ability and management of multiple tasks.
  - Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.
  - Basic computer, Microsoft Word and Excel knowledge, as well as other basic office skills (email, copying).
  - Positive, creative, self-motivating attitude.
  - A special interest in working with adults and youth and willing to serve as a role model for youth.
- **Preferred:**
  - Experience in working with individuals, groups and co-workers to accomplish goals.
  - Experience in working with volunteers.
  - Experience in coordinating events and educational activities.

## **RESPONSIBILITIES**

**In consultation with the appointed supervisor:**

- **Assist the Extension Unit to enhance the 4-H program through multiple delivery methods and audiences.**
  - Implement policies according to the Kansas Youth Development Policies, Best Management Practices and Information.
  - Involve the 4-H Youth Development Program Development Committee (PDC) to plan and evaluate programs.
  - Utilize volunteers to initiate and plan youth leadership opportunities.
- **Coordinate and manage the Extension Unit's 4-H/Youth Development programs.**
  - Manage the training of adult and youth club leaders.
  - Assist the Agent with growing the 4-H program through multiple delivery methods and audiences.
  - Recruit and promote 4-H membership and participation in community.
  - Assist in the management of financial and in-kind resources including collecting and recording fees, keeping financial records and preparing reports as directed by supervisor.

- Manage and ensure availability of 4-H enrollment systems and databases.
- Attends 4-H Council with Extension Agent.
- Coordinates club reorganization and enrollment process.
- Write, edit and solicit materials for newsletters, mailings and electronic media.
- **Coordinate and manage the Extension Unit's 4-H events and activities.**
  - Utilize the local 4-H Council and 4-H volunteers to design, develop, coordinate and evaluate 4-H events and activities to meet local needs.
  - Ensure accuracy and use of the local 4-H data and evaluation systems.
  - Promote and market 4-H youth development activities.
- **Manage volunteers and their contributions.**
  - Recruit, enroll, screen, orient, register, support and train local volunteers.
  - Steward the local volunteer registration process.
  - Act as the primary contact for volunteers regarding training, teaching and volunteer roles.
  - Plan, implement, teach and evaluate volunteer training.
  - Promote, coordinate and encourage youth and adult participation in volunteer orientation and training.
- **Communicate the value of the local 4-H program.**
  - Provide program information to media, partners and stakeholders.
- **Coordinate the Extension Unit's youth participation in area, state, national and international opportunities.**
  - Market opportunities and encourage youth participation.
  - Secure, orient and train registered volunteers to serve as chaperons, leaders and teachers.
  - In collaboration with the Extension Agents, make key arrangements to organize county-wide 4-H activities. These may include, but are not limited to:
    - County 4-H Day
    - 4-H Camp
    - County Fair
    - State Fair entries
    - Achievement Celebration
    - Officer Training
    - Cloverbuds
    - School-based programming
- **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.**

Probationary period for the first 90 days with annual evaluations following thereafter.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

K-State Research and Extension – Atchison County is an equal opportunity provider and employer. A criminal background check is required.

January 10, 2023