DESCRIPTION:
The 4-H Program Assistant is responsible for helping with the coordination and management of the comprehensive 4-H youth development program in the Marais des Cygnes Extension District. This position is supervised by the District Extension Director and/or the District 4-H Youth Development Extension Agent. Some overnight travel and evening and weekend work will be required.

LOCATION:
The 4-H Program Assistant will be housed at the Marais des Cygnes Extension District Office in Paola, KS with program responsibilities in both Linn and Miami Counties.

RESPONSIBILITIES:
In consultation with the appointed supervisor:

1. Assist the Extension District in enhancing the 4-H program through multiple delivery methods and audiences.

2. Coordinate, compile and publish a monthly 4-H newsletter for the district to inform 4-H families of upcoming events, deadlines, and changes.

3. Help coordinate various 4-H events and activities, including (but not limited to) 4-H Club Day, Fairs, Achievement Celebrations, and Project Workshops.

4. Management of 4-H Volunteer Screening Process and updates with oversight of the 4-H agent.

5. Plan and implement monthly Cloverbud Club Meetings, 4-H @ the Libraries, and other activities.

6. Evaluate programs and events in which you provide leadership.

7. Help coordinate the Extension District’s youth participation in area, state, national and international opportunities such as Discovery Days, Kansas Youth Leadership Forum, and Citizenship in Action.

8. 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.

9. Promote and market 4-H youth development activities via newsletter, Facebook, Flyers, Constant Contact and other avenues.
QUALIFICATIONS
Required:
- High School Diploma, required
- A Background Screening is part of the hiring process.
- Significant experience in a youth development organization (as a member, volunteer, leader, paid staff member or some combination).
- 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 K-State Research and Extension Marais des Cygnes Extension District #16 in a professional manner.
- Ability to organize and manage multiple tasks.
- Willingness to serve as a positive role model for youth.
- Experience in word processing, spreadsheets, email and internet resources.

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.
- Experience and skills in program development, teaching and evaluation.
- Associate Degree or higher, or comparable experience, preferred.

This document is a general description of typical job duties, responsibilities and qualifications of a 4-H Program Assistant. Additional duties, specific qualifications and work emphasis may vary between individual positions.

COMPENSATION:
The 4-H Program Assistant is a full-time (40 hours per week) position. Work hours are not set, but will be flexible with some evenings, weekends, and overnights required. The 4-H Program Assistant work week will start on Saturday and go through Friday.

SUPERVISION:
The 4-H Program Assistant will be supervised by the Marais des Cygnes District 4-H Agent. The 4-H Agent will approve leave request and time sheets.

The Marais des Cygnes Extension District #16 is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Background check required.