DEADLINE TO APPLY: Open until filled.

APPLICATION MATERIALS: To be considered for this position, please submit a cover letter, resume and/or an APPLICATION. Please send to Jessie Carr, 4-H Youth Development Agent at carrjessie@ksu.edu

Employer and Supervisor: The 4-H program assistant reports to the 4-H Youth Development Agent with support from the County Director. The county extension board provides compensation and benefits.

Location: Wyandotte County Extension Office, 1216 N 79th St., Kansas City, Kansas 66112

Position Type: Full-time, 37.5 hours a week. Office hours are 8:00am to 4:30 pm. Monday through Friday with occasional evening and weekend work.

General Responsibilities: The full-time 4-H Program Assistant will work closely with the 4-H Youth Development agent to coordinate, manage, and support the Wyandotte County 4-H Youth Development Program through a variety of program delivery methods and administrative support.

Pay Rate: Range is $14.00 to $17.00 an hour dependent on experience and skill level. Benefits include paid vacation and sick leave, stipend for insurance and cell phone, and KPERS.

Responsibilities:

1. Provide Administrative support to 4-H & Office
   - Work closely with 4-H Agent on monthly, quarterly, and annual reports
   - Work with the receptionist/office professional to support all office operations. Including, answering the phone, greeting customers, covering lunches, vacations and other absences.

2. 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 such as ambassador programs and junior leader clubs.

3. Coordinate and manage the Extension Unit’s 4-H club programs.
   - Manage the training of adult and youth club leaders.
   - Serve as the primary contact for the club program.
   - Assist the Agent with growing the 4-H program through multiple delivery methods and audiences.
   - Recruit and promote 4-H club membership and participation.
   - 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 the financial accountability of local 4-H organizations and clubs.
   - Manage and ensure availability of 4-H enrollment systems and databases.
   - Assist with Club Leader recruitment.
   - Write, edit and solicit materials for newsletters, mailings and electronic media.

4. Coordinate and manage the Extension Unit’s 4-H events and activities.
   - Utilize the local 4-H Events 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.

5. **Manage volunteers and their contributions.**
• Recruit, enroll, screen, orient, register, support and train local volunteers.
• Steward the local Volunteer Information Profile (VIP) 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.

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

7. **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.

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. **Other duties as assigned.**

**Education/Experience**

• Proficient in Microsoft Office 365, internet, email applications and other technologies
• Professional, well organized and strong attention to detail
• Passion to work with volunteers and youth using a Positive Youth Development framework
• Ability to work with youth and adults from diverse cultural and socioeconomic backgrounds
• Access to a personal vehicle and a valid Kansas Driver's License
• Professional written and interpersonal skills are essential when communicating with customers and clients representing Wyandotte County Extension & 4-H
• Ability to work flexible hours and successfully manage schedule including some overnight, evening and weekend events
• Ability to demonstrate adaptability and quick decision-making skills while working on projects/events
• Team player with a positive can-do attitude, ability to work independently and collaboratively to produce high quality work products, and manage multiple projects at one time
• Committed to excellence, and eager to constantly learn and grow. Highly motivated, and results oriented, able to complete tasks efficiently in a fast-paced environment

**Preferred:**

• Bachelor’s degree or combination of education, training and experience which demonstrates the ability to perform the essential functions of the position
• Experience organizing events and activities
• Experience teaching and delivering hands-on learning experiences for youth
• Experience working with volunteers and co-workers to accomplish goals

This work is primarily sedentary and will be performed at a desk in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with duties.

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.

Questions regarding this position should be directed to Jessie Carr, 4-H Youth Development Agent at carrjessie@ksu.edu or 913-299-9300.

K-State Research and Extension – Wyandotte County is an equal opportunity provider and employer. A position offer is contingent on a successful pre-employment criminal background check.