

4-H Youth Development Office Professional Description K-State Research and Extension Wyandotte County

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: Part-time, 20 hours a week (flexible). Office hours are 8:00 am to 4:30 pm. Monday through Friday. Occasional support may be required outside of office hours, during the county fair, or other 4-H events.

General Responsibilities: The 4-H Youth Development Office Professional provides general administrative support to the local K-State Research and Extension 4-H Youth Development program. This position's overall objective is in customer service and positive people skills as they are part of the front-line team of our office operations.

Pay Rate: The range is \$14.00 to \$17.00 an hour dependent on experience and skill level. Benefits include a generous holiday, vacation, and sick leave benefit, a stipend for health insurance, cell phone, and KPERS retirement.

Specific Responsibilities:

- Present the first impression of the local 4-H Youth Development program and K-State Research and Extension while greeting the public and answering the telephone.
- Support the front desk professional during lunches and other absences.
- Respond to routine requests from the public. Refer other requests to the appropriate individual.
- Be familiar with the schedules of agents in order to respond to phone calls and office visits.
- Maintain member and volunteer databases. Keep mailing lists up-to-date. Classify, sort, and file correspondence, records, and other information for future retrieval.
- Collaborate with 4-H Staff and Office Communications officer to draft, copy & distribute informative & marketing materials such as newsletters, news releases, mail, and email, fliers, brochures, etc.
- Maintain web pages with up-to-date information.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports, and schedules.
- Coordinate ordering of supplies, equipment, and publications.
- Receive and record cash and checks.
- Carry out other related duties as assigned.

Education/Experience

- Ability to represent the local office of K-State Research and Extension in a professional manner.
- Knowledge of English, spelling, grammar, and basic math.
- Knowledge of the operation of office equipment and personal computers including Microsoft Office and email.
- Ability to keep sensitive information in a confidential manner.

- Ability to learn and apply rules, policies, and procedures.
- Ability to use basic word processing, spreadsheet, and database applications.
- Ability to record, file, and retrieve information.
- Ability to demonstrate strong attention to detail and organization.
- Ability to complete tasks efficiently in both team and individual settings in a fast-paced environment
- Ability to communicate effectively both verbally and in writing. Professional written and interpersonal skills are essential when communicating with customers and clients representing Wyandotte County Extension & 4-H
- Ability to establish and maintain effective working relationships.
- Ability to understand and follow step-by-step verbal and written instructions.

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 Office Professional. 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 Denise Dias, Extension Director at ddias@ksu.edu, phone 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.