



## 4-H Program Assistant Job Description

### Wyandotte County K-State Research and Extension

#### Description

The 4-H Program assistant will coordinate and manage the organization and functioning of Wyandotte County 4-H Youth Development program under the direction of the Wyandotte County 4-H Youth Development Agent and with the support of the County Director. The 4-H Program assistant shall coordinate, manage, and support the delivery of programs, events, activities, and volunteers to provide age-appropriate learning experiences to meet the needs and interests of youth ages 7-18 through effective experiential learning experiences

This position will be a full-time position. The program manager reports directly to the 4-H agent and must maintain Wyandotte county residency. This work is fast-paced, and multifaceted. It involves sedentary office work, as well as some moderate physical exertion, such as carrying supplies, totes, and other items associated with 4-H events. Some overnight travel and evening and weekend work will be required. Benefits will be offered with this position and will include: KPERS (Kansas Public Employees Retirement System), cell phone reimbursement, holiday, annual and sick leave, and health insurance stipend.

#### Responsibilities

In consultation with the Wyandotte County 4-H Youth Development Agent:

1. Organizational and Event Planning, Management and Support
  - Serve as a point of contact and provide ongoing support and organizational assistance for 4-H Clubs and families
  - Maintain detailed and accurate records on 4-H enrollment systems and databases of clubs, youth, families and volunteers
  - Work with the 4-H Agent, Community Partners, County Extension Council, 4-H volunteers to design, develop, coordinate and evaluate 4-H events and activities that may include, but is not limited to: club day, camp, county and state fair, and achievement celebration
  - Coordinate youth and volunteer participation in regional, state, national and international opportunity
2. Volunteer Management and Development
  - Serve as the primary contact for volunteers
  - Recruit, enroll, screen, train and support volunteers to serve as chaperones, judges, leaders and teachers
  - Manage and ensure availability and accuracy of volunteer databases
3. Support and lead lessons, workshop sessions, and activities to provide experiential learning experiences for youth
4. Support effective 4-H Youth Development Program marketing and communication
  - Assist in developing marketing strategies for recruitment and retention of 4-H families
  - Aid in the development of a communication strategy to share program effectiveness and communicate impact to promote 4-H Youth Development programs relevant to Wyandotte County
  - Market program opportunities to the community and encourage youth and volunteer participation
  - Collect and use reliable data to communicate program impact
  - Collect and organize information for monthly communication pieces, including, but not limited to: monthly newsletters, board reports, and social media posts
5. Work with the 4-H Agent to assure K-State Research & Extension and 4-H program mission and policies are followed
  - Participate in 4-H Youth Development program training and updates to remain current in youth development, 4-H programming, delivery impact and program policies
  - Implement policies according to the Kansas Youth Development Policies, Best Management Practices and information
  - Involve the 4-H Youth Development Program Development Committee (PDC) and other volunteers to be informed and aware of local needs
  - Provide an equal opportunity for all community members
6. Commit to personal and professional development
  - Participate in both 4-H/KSRE and other professional development events
  - Participate in technology trainings as offered and needed by KSRE
7. Other duties as assigned

## Qualifications

### Required:

- Passion to work with volunteers and youth using a Positive Youth Development framework
- Proficient in Microsoft Office 365, internet and email applications
- Access to a personal vehicle and a valid Kansas Driver's License
- Be approved through required background screening
- Excellent communication skills: written, verbal and interpersonal
- Commit to providing innovative and adaptive services to 4-H families, volunteers, partners, and the Wyandotte County community
- Ability to work flexible hours. The successful candidate will be expected to successfully manage their schedule including some overnight, evening and weekend events
- Ability to demonstrate adaptability and quick decision-making skills while working on projects/events
- Ability to work both independently and in team settings in a fast paced, project focused and ever-changing environment
- Ability to represent Wyandotte County K-State Research and Extension in a positive and professional manner
- Ability to work with youth and adults from diverse cultural and socioeconomic backgrounds

### 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

## Compensation

Starting wages are negotiable and will be based on previous work experience, educational background, and available funds.

## Application Procedure

The following application materials may be sent by email to [carrjessie@ksu.edu](mailto:carrjessie@ksu.edu) or mail to Jessie Carr, 1216 N 79<sup>th</sup> Street, Kansas City, KS. Receipt of your application will be confirmed by email. Applications will be reviewed starting on November 15, 2021 and will be accepted until the position is filled.

1. Complete [Application for Employment](#)
2. Cover letter stating that you are applying for the 4-H Program Assistant Position. The letter should address experiences related to the above responsibilities and qualifications.
3. Resume which includes the following: educational background, professional experience, volunteer responsibilities, honors and any information important to communicate the qualifications for this position.
4. Include the names, email addresses and phone numbers for three professional references familiar with your work.

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

A position offer is contingent on a successful pre-employment criminal background check.

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.

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