



## **COUNTY EXTENSION 4-H PROGRAM ASSISTANT – JOB DESCRIPTION**

**ROLE:** The County Extension 4-H Program Assistant is a para-professional who works with County Extension Agents to deliver the 4-H program in their assigned geographic area and performs duties necessary to assist the county extension agents in the day-to-day conduct of programs. This employee works cooperatively with all Extension faculty and staff where applicable and is administratively responsible to the County Extension Coordinator (CEC) and the District Extension Director (DED) and programmatically responsible to an assigned County Extension 4-H Agent.

### **Program Delivery (80%)**

- Conduct in-school club meetings and deliver prepared curriculums that meet state guidelines.
- Recruit students to become involved in 4-H educational programs.
- Recruit and assist interested volunteers in the successful completion of the volunteer screening procedures.
- Assist 4-H'ers in preparation for 4-H competitive events including project achievement, judging teams etc.
- Transport or arrange for transportation of 4-H'ers to various district and state level events and if assigned, provide leadership for youth while attending these events.
- Use local mass media to publicize 4-H events and accomplishments.
- Use county website and internet media to increase 4-H program outreach.
- Submit accurate, complete reports on time in *Georgia Counts, 4-H Enrollment*, and to District and State 4-H Office as required and provide supplemental documentation useful in evaluating and improving educational programs as needed.
- Work with county staff to ensure allocated funds so that equipment, supply, travel expenses, and other program supports are within limits and seek additional resources for programs.

### **Other Responsibilities (20%)**

- Attend and participate in training sessions/activities overnight and on weekends as directed by the 4-H Agent, DED or CEC.
- Participate in staff conferences for planning and evaluation of joint activities and share ideas among all co-workers, leaders, district staff, and specialists.
- Conduct all duties in accordance with The University of Georgia Cooperative Extension Equal Opportunity plan that ensures all educational programs, assistance, and materials to all people without regard to race, ethnicity, national origin, color, gender, sexual orientation, religion, age, disability or veteran status.
- Performs related work as required.

## County Extension 4-H Program Assistant -- Job Description – page 2

### **DESIRABLE SKILLS AND EXPERIENCE:**

- Show high standards of professionalism in personal contacts, appearance, and work habits.
- Exhibit qualities of independent judgment.
- Possess or develop adequate computer skills to enhance communication to the public and 4-H data management
- Maintain consistent and effective work habits to make efficient use of time and resources.
- Enthusiasm and desire to work and relate effectively to young people and adults.
- Ability to establish and maintain effective working relationships with county, district, state staff, local government employees, and clientele.
- Proficiency in current word processing and data management and accounting software programs (e.g. Microsoft Word, PowerPoint, Excel)

### **MINIMUM QUALIFICATIONS:**

- High School diploma or GED;
- Ability to successfully complete screening requirement
- A valid driver's license and a personal vehicle for official duty travel are required. This position requires frequent night meetings, some weekend work, and attendance at out-of-county meetings. Authorized travel expenses are reimbursed.
- Some degree of physical activity is required to conduct programs (e.g. setting up and cleaning up from programs, handling animals, carrying demonstration materials, and audio-video equipment).