

4-H Program Assistant

Dept: County Extension

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work developing and facilitating 4-H programming for the community, training and recruiting volunteers and program leaders, and related work as apparent or assigned. Work is performed under the limited supervision of the County Extension Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Contacts, recruits and facilitates orientation to prospective volunteers to act as adult leaders for 4-H.
- Recruits and advises club leaders.
- Prepares and presents educational programs.
- Markets 4-H programs through various printed materials and radio advertisements.
- Assists clubs in presentation of programs for the community.
- Attends state events with youth.
- Assists with local extension events.
- Recruits 4-H youth, community leaders and businesses to participate in community events through the County.
- Collaborates with community organizations to better meet the needs of the citizens.
- Plans and conducts various special events and programs, including summer workshops, leader training and other 4-H related classes.
- Prepares and modifies various files, records and reports.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of methods, approaches and procedures involved in planning programs for youths; thorough knowledge of procedures and techniques of youth activities programming; thorough knowledge of the needs of the community's youth population; thorough skill operating standard office equipment, hardware and software; thorough skill operating a standard passenger vehicle; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to express ideas clearly, both orally and in writing; ability to create activities and programs and to carry them to a successful conclusion; ability to establish and maintain effective working relationships with officials, associates and youths.

Education and Experience

High school diploma or GED and one to three years experience working with youth programming, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting, using hands to finger, handle or feel and repetitive motions and requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires night vision; vocal communication is required for expressing

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or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- County Extension training for professional development.
- Valid North Carolina Driver's License within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date