

## K-State Research and Extension

### 4-H Program Assistant – Job Description

#### DESCRIPTION:

The 4-H Program Assistant is responsible for coordinating and managing the comprehensive 4-H youth development program in an Extension Unit. This position is supervised by the Local Extension District Director and/or the 4-H Youth Development Extension Agent. Some overnight travel, evening, and weekend work will be required.

#### RESPONSIBILITIES:

In consultation with the appointed supervisor:

1. Assist the Extension District 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.

2. Coordinate and manage the Extension District'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.

3. Coordinate and manage the Extension District'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.

4. Manage volunteers and their contributions.

Recruit, enroll, screen, orient, register, support and train local volunteers.

Steward the local Volunteer Screening 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.

5. Communicate the value of the local 4-H program.

Provide program information to media, partners and stakeholders.

Plan and deliver 4-H programming to youth at schools within the Extension District.

6. Coordinate the Extension District'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.

7. 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.

## QUALIFICATIONS

### Required:

Ability to pass criminal background check.

Ability to pass Kansas Child Abuse and Neglect background check.

Ability to communicate effectively both verbally and in writing.

Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.

Ability to represent the local K-State Research and Extension office in a professional manner.

### Preferred:

Significant experience in a youth development organization (as a member, volunteer, leader, paid staff member or some combination).

Experience in working with individuals, groups and co-workers to accomplish goals.

Experience in word processing, email and internet resources.

Experience in working with volunteers.

Experience in coordinating events and educational activities.

Experience and skills in program development, teaching and evaluation.

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.

Revised June 4, 2018 by the Golden Prairie Extension District