

4-H Program Assistant, Bear Lake County, University of Idaho Extension

Job Description and Qualifications

Purpose: To serve as 1) the 4-H Assistant in Bear Lake County on a part time basis and 2) assist in other office operations as needed.

Comply with the University of Idaho policy on affirmative action and equal opportunity as stated in the University of Idaho Staff Handbook, Section 3150. Contribute to the Idaho Cooperative Extension System and Bear Lake County Affirmative Action Plans.

Minimum Qualifications:

- Ability to work with children and youth
- Ability to relate to children and youth
- Basic computer skills
- Capable of self-motivation
- Willing to work non-traditional hours, as requested/required

Reception (duties to include, but not limited to):

- Greet public in the front office area.
- Provide requested information to the public.
- Answer phone in the manner prescribed by the University of Idaho.
- Keep accurate record of messages and distribute them to proper persons in a timely manner.
- Assist with large mailings as needed.

4-H Assistant (duties to include, but not limited to):

- Recruitment of 4-H members, leaders, and teen leaders.
- Visit schools to promote the 4-H program.
- Visit schools to implement 4-H activities.
- Plan, implement, and evaluate 4-H after school programs.
- Organize 4-H clubs
- Plan and implement monthly 4-H Friday activities.
- Plan and implement 4-H day camps.
- Plan and implement science, engineering, and technology based 4-H clubs.
- Lead a community club in service projects, fundraising, and activities that build teamwork skills.
- Attend and assist with the implementation of four-county 4-H camp, as requested.
- Communicate with 4-H members and parents through personal contacts, letters, calls, email, etc.
- Attend trainings that are beneficial to the performance of the job.
- Request 4-H supplies and materials as needed.
- Contribute to the 4-H newsletter.
- Assist with preparations for county and state fairs.
- Assist with duties associated with the county fair -- check-in, judging, and check-out of 4-H projects, etc.
- Perform all duties related to the 4-H programs as assigned by the Extension Faculty.
- Keep an accurate record of all 4-H enrollments and personal contacts.

Adult Education

- Assist with adult education classes offered