

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

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

Comply with the University of Idaho policy on affirmative action and equal opportunity. Contribute to the Idaho Cooperative Extension System and Bear Lake County Affirmative Action Plans.

Reception

- Greet public in the front office area in a courteous manner.
- Provide requested information to the public.
- Assist with class registration and fee collection.
- 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.
- Maintain a neat and tidy work area.
- Develop and maintain a high degree of professionalism.

4-H Assistant

- Assist with recruitment of 4-H members, leaders, and teen leaders.
- Visit schools to promote and implement 4-H activities.
- Organize 4-H clubs (other than Horse and Livestock clubs).
- Organize and/or conduct 4-H sewing, cooking, craft classes/camps, etc.
- Plan and implement 4-H day camps.
- Plan and implement science, engineering, and technology based 4-H clubs.
- Assist with planning and implementation of Alpine 4-H camp.
- Communicate with 4-H members and parents through personal contacts, messages, letters, and calls.
- Participate in professional development opportunities as approved by supervisor.
- Request/ purchase 4-H supplies and materials as needed (within budget).
- Contribute to the Ag to Zipper 4-H newsletter.
- Assist with preparations for county and state fairs including check-in, set up displays, judging, and check-out of 4-H projects, payment of premiums, building watch, etc.
- Keep an accurate record of class attendance and report it through the proper channels.

Other Responsibilities

- Help extension educators and fellow staff members as needed.
- Duties may require after hour and weekend work especially at 4-H camp and during fairs.
- Work respectfully with co-workers, extension faculty, and the public.