WVU Taylor County Extension Service
4-H PROGRAM ASSISTANT
Job Description

Job Title:	Taylor County 4-H Program Assistant ***(County Paid Position)***
Closing:	**May 18, 2012**
Approved:	Jennifer Murray
Reports To:	County Program Coordinator
Indirectly Reports to:	4-H Youth

SUMMARY

This position works collaboratively as a member of the WVU Taylor County Extension Service with 4-H Youth and clientele in Taylor County with specific responsibility with the 4-H Youth programs. **Occasional night and weekend work may be required. Individual must work 4-H camp during the summer which includes overnight stays. Position is levy funded by the citizens of Taylor County.**

SALARY – County Paid Position

This is a part time position that averages 15 hours per week. No more than 780 hours can be worked per calendar year. The salary is $9.50 per hour and there are no additional benefits.

APPLICATION PROCEDURE

Send the following items electronically to Jenny.Murray@mail.wvu.edu

--Cover letter outlining experience and qualifications
--Resume
--List of five references (including address, e-mail, phone, and fax numbers) who can reflect on the applicant's professional strengths

For inquires, call:
WVU Taylor County Extension Service
7 Hospital Plaza
Grafton, WV 26354
Phone (304) 265-3303
Fax (304) 265-1480

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:

60% PROGRAM PLANNING/IMPLEMENTATION

- Assists Extension Agent in providing school enrichment programs covering the three national 4-H mission mandates; Science, Engineering, & Technology, Citizenship, and Healthy Lifestyles. Programs include, but are not limited to, *The Germ Stops Here*, *National 4-H Science Experiment*, and *Health Rocks!* Duties would include coordinating and arranging programs with the schools in consultation with Taylor County Extension Agent.
- Coordinates and arranges 4-H afterschool programming which currently includes *Health Rocks!* at Taylor County Middle School. This includes recruiting participants and volunteers, arranging for refreshments, planning the activities, keeping accurate records/documentation, and evaluation. Would like to see programming expanded to other schools.
- As instructed by Extension Agent, plans, attends, and/or conducts scheduled meetings monthly such as Leaders Association, Jr. Livestock association and 4-H teen leaders.
- Assists with planning projects and events including Achievement Banquet, Officer Training School, camps, county events, poster contests, County Round-Up, etc. Includes tasks such as recruiting judges, participants, leaders, and obtains appropriate insurance coverage.

- Attends county camp as program support as directed by Extension Agent.
- Coordinates and arranges meetings, workshops, conferences, camps, for club leaders, club member, and/or county affiliates in consultation with Taylor County Extension Agent. Reserves and prepares facilities for meetings.
- Assists in dispensing information in timely manner regarding 4-H educational opportunities through newsletters and correspondence.
- Monitors project/program expenditures in order to comply with "Best Practices for Money Management".
- Assists with conducting periodic evaluations of programs and activities to identify areas of needed improvement.
- Communicates and works collaboratively with county schools, organizations serving youth.

15% <u>TECHNOLOGY SUPPORT</u>

- Assists secretary with entering, completing and coordinating submission of ES237 report.
- Prints reports utilizing various office databases.
- Maintaining 4-H records by maintaining Excel spreadsheets for budgeting, camp planning, event planning and maintenance of 4-H Leaders' Association information.

10% <u>PROGRAM RECRUITMENT</u>

- Assists with recruiting or locating potential 4-H members and/or adult leaders for the 4-H youth development program using various techniques such as community presentations and personal contacts. Follows up recruitment with orientation of recruited leaders.
- Recruits new club members and/or organize new clubs as appropriate based on demographic data and information for the 4-H program.
- Assists with promotion of 4-H programs.

10% <u>TRAINING</u>

- Collaborates with Taylor County Extension staff to assess training needs of program participants.
- Coordinates 4-H training programs as directed by Extension Agent.
- Assists agents with developing, expanding, conducting, and implementing the programs to reach diverse audiences.

5% <u>PROFESSIONAL DEVELOPMENT</u>

- Participates in professional development sessions as related to the 4-H Youth responsibilities of this position. Some of these sessions will involve overnight stays.
- Attends trainings as related to 4-H Plus! and other software programs.

QUALIFICATIONS

- Background check required.
- Ability to work 4-H camp during the summer (typically the last week of June) which includes overnight stays.
- Available to work evenings and weekends.

Education and Licenses:

- High School diploma required, Associates degree preferred.
- Valid driver's license for independent travel throughout the county and occasionally the state.

Knowledge:

- Knowledge of office methods, practices, and protocols
- Basic Grammar and English
- Basic math
- Knowledge base of Adult and Youth Development

Skills:

- Strong communication skills as needed (written/oral/telephone/in person) to perform duties in a professional, businesslike manner.
- Organizational skills to plan and organize tasks and set priorities for responsibilities
- Problem solving skills in dealing with a variety of interests and personalities
- Public speaking skills to present 4-H programs
- Interpersonal skills
- Computer word processing, data entry, and spreadsheet skills
- Budget management skills
- Leadership skills
- Type with speed and proficiency

Abilities:

- Ability to complete assigned duties with minimal supervision.
- Ability to speak, read, and write in English with strong emphasis on knowledge of correct grammar, spelling and punctuation.
- Ability to operate standard office equipment (fax, copier, computer).
- Ability to operate computer utilizing various software packages and programs such as Windows, Microsoft Office, GroupWise, Excel, Access.
- Ability to type with speed and proficiency.
- Ability to manage numerous projects simultaneously, reprioritizing them as necessary to meet deadlines.
- Ability to be assertive and proactive while being a self-starter.
- Ability to learn policy and procedures of WVU, WVU Extension, and the Extension Program Centers.
- Ability to maintain WVU attendance and punctuality standards.
- Ability to maintain confidentiality.
- Ability to work independently, in a structured environment, exercising judgment, tact and diplomacy in all interactions.
- Ability to operate effectively in a fast-paced, high volume environment that requires accurate information.
- Ability to work as a team member with supervisor and other staff members.
- Ability to communicate clearly and work effectively with persons from various cultures and backgrounds.
- Ability to concentrate and remain efficient in a high traffic environment.
- Ability to establish and maintain effective relationships and deal tactfully with both internal and external constituents.
- Ability to work with policies and procedures as set forth by funding agencies.

Experience:

6 months to 1 year of experience working with youth.
6 months to 1 year of experience working with community organizations/volunteers.
6 months to 1 year of experience working with community based youth development programs.
6 months to 1 year of experience working with the public through a variety of youth and family related agencies.
At least two years of experience working with youth and adults and two years' experience working with community organizations/volunteers is preferred.

The knowledge, skills, and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the job, is acceptable.

COMPLEXITY AND PROBLEM SOLVING

Problems may include: conflicts between volunteers or volunteers and parents, a need for clarification on organizational policy, a need for interpretation of projects, conflicts between youths, and planning and conducting resident camps, county fair exhibits, etc.

FREEDOM OF ACTION

Policies and regulations specifically outlined in the WVU Policy and Procedures Manual, US Postal Service Commercial Mail Guidelines, WVU Extension Service, USDA, County policies and any others vital to performing assigned duties effectively and efficiently.

TYPE OF GUIDANCE AND REVIEW

The supervisor will conduct regular meetings to provide information and address problems as necessary. Annual performance appraisals will be conducted once a year. Employee is responsible for planning and performing the assignment; resolving most of the conflicts that may arise; and coordinating the work with others. Employee will keep supervising agent aware of progress and/or problems that may arise. Employee is responsible for completing a quarterly narrative summarizing the major program accomplishments for the most recent quarter and plans for the upcoming quarter.

PHYSICAL DEMANDS

High level of manual dexterity used to operate computer keyboard, fax machine, photocopier, and telephone. Constant eye movement required when working with computer.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl, and taste and smell. The employee must occasionally lift and/or move up to 50 pounds.

Provides own transportation to complete assigned duties. (Mileage reimbursement provided)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. (Can be loud in camp setting)
Direct Supervisor