

Douglas County

K-State Research and Extension News

2110 Harper Street
Lawrence, KS 66046-3240
785-843-7058

www.douglas.ksu.edu

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4-H Youth Development Program Assistant K-State Research and Extension – Douglas County

The 4-H Program Assistant position is responsible for coordinating and managing the organization and functioning of the full range of the Douglas County 4-H Youth Development Program. This position is supervised by the Douglas County 4-H Youth Development Agent, with support from the County Extension Director. This position will be a full time hourly position, including evening and weekend hours. Benefits offered with this position will include health insurance, KPERS (Kansas Public Employees Retirement System), annual and sick leave.

Responsibilities

In consultation with the Douglas County 4-H Youth Development Agent:

- Coordinate and manage 4-H club programs
 - Serve as a point of contact for the 4-H Club program
 - Recruit and promote 4-H club membership and participation
 - Assist in implementing strategies for retaining new 4-H families
 - Ensure availability and accuracy of the local 4-H data
- Coordinate and manage 4-H events and activities
 - Assist with implementing and managing the 4-H program at the county fair and other annual showcases
 - Implement plans in coordination with the staff and volunteers for 4-H events such as, but not limited to, club day, camps, county, and state fair
 - Work closely with County 4-H Council and 4-H Youth Development Program Development Committee
 - Provide an equal opportunity for youth participants, including upholding state 4-H policy and regulations
- Oversee volunteer roles and contributions
 - Recruit, enroll, screen, support, train, and assist in teaching volunteers
 - Serve as a point of contact for volunteers for training, teaching, and work
 - Promote and coordinate youth and adult volunteer training
 - Establish a list of county-wide project leaders
- Ensure effective 4-H Youth Development Program communications and revenue generation
 - Promote and market 4-H Youth Development programs
 - Write/edit materials for newsletters, mailings and electronic media
 - Generate revenue, where appropriate
- Coordinate youth participation in regional, state and national opportunities
- Participate in 4-H Youth Development program professional development and updates to remain current in youth development
 - Other duties as assigned

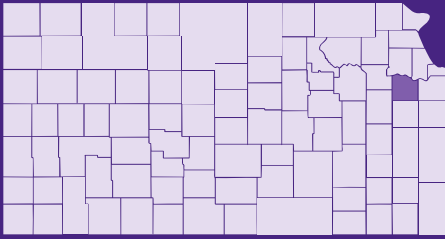


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KANSAS STATE UNIVERSITY AGRICULTURAL EXPERIMENT STATION AND COOPERATIVE EXTENSION SERVICE



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Required Qualifications

Passion for working with volunteers and youth through Positive Youth Development
Professional experience or strong interest in the youth development field
Experience in program planning, implementation, and evaluation
Ability to work independently in a fast paced, project focused environment
Ability to communicate clearly through public speaking, writing, and electronic methods
Strong organizational skills and attention to detail
Working knowledge of Microsoft Word, Excel, and PowerPoint
Access to a personal vehicle and a valid driver's license

Preferred Qualifications

Bachelor's degree in education, youth development or related field
Experience as a volunteer coordinator or managing individuals
Experience and skills in program development, teaching, and evaluation
Working knowledge of Microsoft Outlook, internet applications, and social media

Compensation

This is a full-time (40 hours/week), benefits eligible position with full health care options, Kansas Public Employee Retirement (KPERs) plan participation, paid holidays, and vacation and sick leave benefits. Wage commensurate with professional experience and available funding. The expected wage range is \$15-\$18/hour. Work schedule is generally M-F 8-5 PM, but is flexible as evening and weekend hours are occasionally required to carry out the duties of this position. This position is renewable annually and subject to available funding.

Application Procedure

Individuals interested in applying for this position should submit the following documents electronically to Marlin Bates, County Extension Director, at batesm@ksu.edu.

- Cover letter addressing responsibilities and qualifications of the position
- Current Resume with 3-5 professional and/or personal references

Review of applications will begin immediately and continue until a successful applicant is identified.

A position offer is contingent on a successful pre-employment criminal background and driving record check. A Background Check Request form will be mailed to the successful applicant following the offer of employment.

Questions regarding this position should be directed to Marlin Bates, County Extension Director, at batesm@ksu.edu or 785.843.7058.



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