Employer and Supervisor:

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 Unit Director and/or the 4-H Youth Development Extension Agent. Some overnight travel and evening and weekend work will be required.

General Responsibilities:

In consultation with the appointed supervisor:

Specific Responsibilities:

1. Assist the Extension Unit 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 Unit’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 Unit’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 Information Profile (VIP 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.

6. Coordinate the Extension Unit’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.

8. Willing to travel and work between the Ness and Rush county offices.

Benefits

Salary: Program assistants are part time employees hired for a maximum of 1200 hours per year. Due to the nature of the job, there may be times when employees will be expected to work extra hours. These hours will be approved by the District Extension Board or District Director.

Retirement: The program assistant may be enrolled in KPERS (Kansas Public Employees Retirement System).
**Life Insurance:** The WCED will pay 100% of the life insurance premium for all 3 office professionals and all 3 program assistants. This includes $15,000 coverage for employees, and $10,000 coverage for spouses and $5,000 coverage for dependents children.

**Office Hours:** The Walnut Creek District offices business hours are Monday through Friday 8:00am to 12:00pm, 1:00pm to 5:00pm.

**Holidays:** Paid holidays are in accordance with the State holiday schedule.

**Leave:** Program assistants do not receive annual or sick leave.

**Equal Employment Opportunity:** K-State Research and Extension Walnut District is an equal opportunity provider and employer.

**Application Procedure**

Applications can be accessed at [www.walnutcreek.ksu.edu](http://www.walnutcreek.ksu.edu). Position is open until filled. Applications must be submitted to any Walnut Creek District Office or by email to Lacey Noterman, District Director, at [lnote@ksu.edu](mailto:lnote@ksu.edu).

For more information about this position contact Lacey Noterman, District Director, 785-798-3921, or [lnote@ksu.edu](mailto:lnote@ksu.edu). For more information about the Walnut Creek Extension District visit: [www.walnutcreek.ksu.edu](http://www.walnutcreek.ksu.edu).