Twin Creeks District Program Assistant Job Description

Employer and Supervisor
K-State Research and Extension Twin Creeks District is comprised of Norton, Decatur, Sheridan and Graham Counties in Northwest Kansas. The 4-H Program Assistant's primary office will be in either Graham or Sheridan County with responsibilities focused on those counties. The District employs six agents, four office professionals, and two 4-H Program Assistants. The 4-H Program Assistant will work under the direct supervision of the District 4-H Youth Development Agent with local support and guidance provided by the District Director and District Extension Agents. Numerous opportunities exist for expansion of youth development programming. The executive board of the Twin Creeks Extension District is the employer; therefore, the employee will also be responsible to the board.

Description
The Program Assistant will work closely with the 4-H Youth Development Agent in planning, developing, implementing and measuring the impact of effective educational programming for youth.

Roles and Responsibilities
(In consultation with the District 4-H Youth Development Agent and/or appointed supervisor)

Enhancing Educational Programming:

- Assist K-State Research and Extension, Twin Creeks District, in enhancing educational programming through multiple delivery methods providing an equal opportunity for all community members and audiences without regard to race, color, religion, national origin, sex, age or disability
- Work with 4-H Youth Development Agent and the Youth Development Program Development Committee (PDC) to plan, promote, coordinate, support, deliver and evaluate educational programming for all youth to meet local needs
- Assist in developing marketing strategies for 4-H club membership recruitment, retention and 4-H volunteer expansion
- Assist in writing, editing, and soliciting materials for newsletters, mailings, and electronic media

4-H Policy and Risk Management:

- Implement policies according to Kansas 4-H Youth Development Policies, Best Management Practices and Information
- Steward the local volunteer screening process

Coordinate and assist in the management of 4-H Clubs and 4-H Councils in the District:

- Serve as a point of contact to provide ongoing support and organizational assistance for 4-H Clubs, families and volunteers
- Participate in 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

- Assist in the management of financial and in-kind resources including collecting and recording fees, keeping financial records, and preparing reports as directed.
- Assist in the management and ensure availability of 4-H enrollment systems and databases
- Report to the District 4-H Agent, District Director and Twin Creeks District Extension Board

General Qualifications

Required:

- High School Diploma or Equivalent
- Ability to work some nights and weekends
- Passion to work with volunteers and youth using a Positive Youth Development framework
- Commitment to support and represent the philosophy, mission and recommendations of K-State Research and Extension and Twin Creeks District in a professional manner
- Possess strong communication skills: interpersonal, verbal and written
- Organizational ability and management of multiple tasks working independently in a fast paced, project focused environment
- Ability to keep sensitive information in a confidential manner
- Proficient in Microsoft Office 365, internet and email applications
- Complete volunteer screening process including a criminal background check
- Access to reliable transportation, liability insurance and obtain/maintain a valid driver's license
- Ability to complete moderate physical activity including lifting and carrying of supplies for educational programming

Preferred:

- Significant experience in a youth development organization (as a member, volunteer, leader, paid staff member or some combination) OR bachelor's degree in education, youth development, or related field
- Experience working with individuals, groups and co-workers to accomplish goals
- Experience working with volunteers
- Experience coordinating events and educational activities
- Experience and skills in program development, teaching and evaluation

This document is a general description of typical job duties, responsibilities and qualifications of a 4-H Program Assistant. Additional duties, specific qualifications and work emphasis may vary.

Hours, Compensation, and Benefits

This is a part-time position working approximately 30 hours per week for no more than 1560 hours per year. Hours will be flexible with more time expected during summer months, county fair, and beginning the new 4-H year in October. Occasional evening and weekend work will be required. Some overnight travel may be necessary. The work week will begin on Friday and end on Thursday to allow flexibility in reaching approximately 30 hours per week. Hourly compensation will be based on qualifications and experience. The pay periods will be monthly. This is a non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act. The individual will be eligible for KPERS and an additional monthly stipend. Twin Creeks Extension District Executive Board will provide salary and benefits.

K-State Research and Extension Twin Creeks District is an Equal Opportunity Provider and Employer.

Rev. 8/8/2022