

## INGHAM COUNTY JOB DESCRIPTION

### 4H PROGRAM ASSISTANT - MSU EXTENSION

#### **General Summary**

Under the supervision of the MSU Extension 4H Agent, assists in providing educational programs and materials offered by MSU to all county residents through the 4H Program. Forms new clubs, maintains and supports educational programs, and provides counseling, training, and education for both adults and youth. Plans and implements educational events and workshops and trains volunteers to become leaders of 4H projects. Works in team structures, collaborates with other agencies and is encouraged to be creative in finding outside funding resources. Answers inquiries of the public about the program and assists in recruiting and utilizing volunteers.

#### **Essential Functions**

1. Receives and dispenses information to 4H volunteers and the public regarding programs and activities. Writes newsletter articles, brochures, bulletins, and letters and news releases for the local media. Creates displays such as bulletin boards and educational exhibits
2. Recruits, selects, trains, and assists in the evaluation of volunteer leaders. Provides support services and guidance to volunteers. Registers volunteers and members for local, regional, and state functions. Forms new 4H clubs and helps conduct 4H programs. Works to assure children are in a safe and caring learning environment, and that the rights of all involved are observed.
3. Drafts, types, copies, and prepares materials for large mailings. Maintains various data such as electronic registrations, masters lists and reports, etc., on computer system and is responsible for keeping web pages current.
4. Assists in the development and presentation of educational programs for the general public, extension groups, 4-H clubs, schools, and other organizations. Develops and /or modifies training and curriculum materials for volunteer system middle managers, other youth serving organization staff, and interns. Coordinates 4H workshops, exchange programs, migrant programs, and other programs as assigned.
5. Trains adults and youths to plan and implement their own projects and programs within the framework of the 4-H Programs. Provides training and facilitation of conflict resolution, as well as time and stress management skills for leaders, members and parents.
6. Responds to telephone requests and provides information on the 4H Program within guidelines established by the 4H agent.

7. Promotes participation in 4H county and state activities and educates the general public about the county's MSU Extension services. Assists in coordinating the 4H fundraising and financial accountability process for volunteers.
8. Oversees the activities of temporary employees of the summer and programs.
9. Performs other assignments such as receiving and accounting for money, writing applications for grants, and serving on various committees as assigned. Provides input to the 4H annual budget process and bi-monthly financial reviews.

### **Other Functions**

10. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** High school graduation or equivalent.

**Experience:** One year of experience with responsibility for organizing and leading group and educational activities. After hire, participation in ongoing educational in-service and training.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve documents from office filing systems.

Bending, kneeling, stooping, and crouching to file and retrieve items from file cabinets and shelves.

Carries audiovisual equipment weighing up to 25 lbs.

**Working Conditions:**

Works in office conditions and travels to various locations in the community to interact with youths and adults and to attend meetings.

