

4-H Assistant

Part Time, Temporary Position until Aug 31, 2023
(~15-19 hrs/week; not to exceed 19 hrs/week)

Employed by University of Idaho Extension

Reports to University of Idaho Extension, Teton County Extension Educator and Teton County 4-H Coordinator

Class Summary/Primary Function

Principal function of an employee in this class is to assist University of Idaho Extension, Teton County 4-H staff in organizing 4-H programs, camps, and Teton County Fair. Primary duties include promoting participation in 4-H, after school programs, camps, and Teton County Fair. The 4-H assistant will encourage parents and leaders, assist UI Extension, Teton County 4-H staff in organizing 4-H programming, after school programs, camps, and Teton County Fair. 4-H assistant will learn assigned program content and requirements; prepare participants and others for Teton County Fair; organize and facilitate camps; assist in 4-H afterschool programs; communicate with staff and clientele about 4-H programs, afterschool programs, camps, and Teton County Fair; assist with assigned office administration responsibilities for 4-H programs, afterschool programs, camps and Teton County Fair. The work is performed under the supervision of the Extension Educator and 4-H Coordinator. The principal duties of this class are performed in an office, indoor and outdoor classroom environments, and Teton County Fair Grounds.

Essential Duties and Responsibilities (will vary by assignment)

- Teaching, organizing, and planning after school 4-H programs.
- Assist UI Extension, Teton County 4-H staff in organizing and facilitating 4-H programs, camps, afterschool programming and Teton Valley Fair.
- Assist UI Extension 4-H Staff prepare 4-H participants and others for Teton County Fair.
- Communicate with UI Extension staff and clientele about 4-H programs, afterschool program, camps, and Teton County Fair.
- Participate in meetings and workshops.
- Assist in communication with 4-H leaders, families, volunteers, afterschool staff, Fair Board, and 4-H Leader Council members as needed.
- Facilitate and teach 4-H curriculum to youth participants as assigned in afterschool program and camps.
- Participate as a camp counselor and instructor.
- Respond to and resolve complaints and concerns from citizens about programs, facilities, and policies while keeping all parties informed.
- Perform time management and scheduling functions, meet deadlines, and set project priorities.
- Respond to citizens' questions and requests in a courteous and timely manner.
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices.
- Ensure compliance with the University of Idaho policy on non-discrimination as stated in the University of Idaho Faculty Staff Handbook, Section 3060. Contribute to University of Idaho Extension and Teton County Extension Affirmative Action and American Disabilities Act Plans.

Other Duties and Responsibilities

- Assist with assigned office management and duties
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Planning, overseeing, directing, and coordinating youth programs and events.
- Public relations skills.
- Organize effective meetings and transcribe meeting minutes.
- Operation of modern office equipment including a personal computer and job-related software.
- Basic website and social media management.
- Using and adapting project materials.
- Recordkeeping and document management.

Ability to:

- Read, interpret, and explain 4-H programs, policies and procedures.
- Plan, direct, and coordinate youth programs.
- Conduct effective 4-H programs.
- Read, comprehend, use, and adapt program materials.
- Serve as a camp counselor, role model, program leader and educator.
- Provide clerical support and operate modern office equipment.
- Communicate effectively, both orally and in writing.
- Maintain effective working relationships with other County employees, supervisory personnel, and the public.
- Prepare accurate and reliable reports, by maintaining all required files and documentation.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Develop creative and effective resolutions to simple and complex problems.
- Determine priorities and make work assignments; follow-up to ensure desired results.
- Work independently.
- Maintain a professional demeanor during stressful situations.
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Maintain individual and transaction confidentiality.
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices.

Acceptable Experience and Training

- High school diploma/GED required with equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.
- One (1) to three (3) years related work experience preferred

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in-person.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare, read, organize, and maintain accurate files.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate office equipment.
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 pounds and work in an office environment.

- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

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