

# POSITION DESCRIPTION

## COUNTY OF HOWARD, INDIANA

**POSITION:** 4-H PROGRAM ASSISTANT

**DEPARTMENT:** HOWARD COUNTY COOPERATIVE EXTENSION SERVICES

**WORK SCHEDULE:** M-TH 2:00 – 6:30; F – AS NEEDED

**JOB CATEGORY:**

**DATE WRITTEN:** 08/13/2015

**DATE REVISED:** 11/24/2015

**STATUS:** Part-time

**FLSA STATUS:** Non-Exempt

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **DUTIES:**

Plan daily lessons for afterschool groups

Coordinate with principals and teachers at the various schools

Attend training on all programming trends

Build relationships with students, parents, and other stake holders

Help with planning and implementation of the overall 4-H program

Act as the primary assistant during the summer

Answer telephone calls, directing calls or taking messages. Make a phone report on every call if the person being called is absent from the office.

Support the total Howard County Extension Program and personnel. Strictly observe office confidences and maintain harmonious office relationships.

### **Skills:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Responsibility:**

Typing, filing, and computer skills are required for this position

Relationships – Develop a strong relationship with building principals and other stakeholders. Demonstrate a kid-centered approach with a focus on building capacity in the students we are serving.

This job will focus on school year afterschool 4-H programming at the various schools in Howard County. The job will include planning and executing that mission. Also, during the summer school break this job will include elements from 4-H club programming and the Howard County 4-H Fair. This position will include dedicated time spent planning, educating, building relationships, and sharing life-skills

#### **Education and Experience:**

Requirements

Some College or Relevant Work Experience

Reliable Transportation

Ability to Pass a Background Check

Familiarity with the Microsoft Office Suite

Recommended

College Degree in a Relevant Field

Working Knowledge of 4-H and its Programs

Familiarity with Howard County Schools

**Personal Work Relationships:** Ability to communicate tactfully, both verbally and in writing. Ability to think logically and analyze problems.

**The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to use hands, sit, and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT:** Employee performs duties in a standard office environment. (Depending on job situation)

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

