

Kent County 4-H Seeking Program Assistant 10/26/2020

Context of the Job:

Cooperative Extension is an informal, educational, nationwide network that combines the expertise and resources of federal, state, and local governments to improve people's lives. For a century, University of Delaware Cooperative Extension has made a difference in the First State by providing quality educational programming to individuals and communities, based on university research and aimed at meeting the expressed needs of our constituents. The outreach arm of USDA and the American land-grant university system, Cooperative Extension takes the University to the people with programming that includes food safety; nutrition, diet, and health; water quality; 4-H and youth development; sustainable agriculture; home gardening; family development and resource management; leadership and volunteer development; and personal safety-on the road, in the home, and on the farm, and much more.

Under the general direction of the County Extension Director, the 4-H Extension Agent, and the 4-H Program Leader, the 4-H Program Assistant delivers 4-H programming to the local community.

Major Responsibilities:

- Coordinate and arrange meetings, workshops, camps, and youth programs for club leaders, volunteers, and youth members.
- As instructed by the 4-H Extension Agent, plan, attend, and/or conduct scheduled monthly meetings such as: 4-H Leader's Association, Jr. Council, Community 4-H Clubs, 4-H Camp Counselor, etc.
- Assist with planning, implementation, and evaluation of 4-H trainings for 4-H volunteers, 4-H youth, and the general public.
- Assist with planning, implementation, and evaluation of scheduled 4-H events. Tasks may include recruiting judges, advertisement, collecting registration, collecting fees, etc.
- Coordinate, plan and deliver 4-H school enrichment programs and other 4-H community outreach programs as instructed by the 4-H Extension Agent.
- Assist with recruiting and establishing of new clubs and promotion of 4-H programs through multiple delivery modes including community 4-H clubs, 4-H afterschool, school enrichment, 4-H day camps, and 4-H overnight camps.

Qualifications:

- Ability to work with others; energetic and enthusiastic with great customer service skills
- High School Diploma, Associate's Degree preferred with credits in education, youth development, psychology, or animal science
- Valid driver's license
- Familiarity of Cooperative Extension and 4-H programs
- Familiarity of Microsoft Office, Email, and willing to learn 4-H Online
- Excellent organizational, management and human relations skills
- Excellent written communication and public speaking skills

- Demonstrate the ability to effectively motivate and teach on an individual/group basis with a variety of audiences and educational levels
- Exhibit the ability to work and lead other professionals in programming

Special Requirements: This part-time position is 12-15 hours per week, although position hours are somewhat flexible, there are some events that include evenings and weekends. This position does not offer benefits. Valid driver's license and reliable means of transportation is required. Employment is contingent upon passing a comprehensive background investigation including fingerprints/criminal history, which indicates that the individual is suitable for employment in compliance with applicable federal and/or state regulations. Location of employment, Kent County Cooperative Extension Office

Contact: Please e-mail your cover letter (as email or as an attachment) and resume to: Kristin@udel.edu. Accepting submissions through 11/20/2020 OR until a desired candidate is located.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.htm> .