NEBRASKA EXTENSION- HAMILTON COUNTY

4-H Extension Assistant

SUMMARY OF RESPONSIBILITIES:

Develop, coordinate, and promote programs pertaining to 4-H, youth and school enrichment. Maintain professional appearance and conduct.

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JOB RESPONSIBILITIES:

4-H Club Program:

- Work with other 4-H Staff in the planning and implementation of the Hamilton County 4-H Youth Development program.
- Assist with the County and State Fair, taking responsibility for 4-H Exhibit areas as assigned, including fair book revisions, hiring judges, working with volunteers, project questions, etc.
- Identify, recruit and organize volunteer leaders and members into clubs or groups.
- Promote and assist staff with any 4-H programs and activities as needed.
- Assist leaders and members in projects and programs.
- Assist with developing, planning, and implementing special events (examples include Shooting Sports, Contests, Workshops, etc.)

School Enrichment:

- Teach and promote 4-H School Enrichment in and outside the classroom for youth grades K - 12.
- Develop new programs as needed for School Enrichment to align with local, state and national educational standards. Programs must align to statewide initiatives.
- Assist with developing, planning, and implementing special events (STEM Field Days, Ag Showcase, Inventure Day, etc.)

General:

- Report to the 4-H Council and Extension Board on activities and assist with program direction.
- Coordinate promotion of local marketing efforts alongside office staff.
- Attend regular staff meetings/conferences. Contribute to team efforts by accomplishing related tasks as needed.
- Participate in professional development opportunities relevant to job responsibilities.
- Responsible for needs assessment, planning, conducting, evaluating and reporting impacts of educational programs.

Relationships:

- Position communicates with community, university and office personnel.
- Strong verbal and written communication skills are essential, including the ability to deliver programs to youth audiences.
- Must maintain confidentiality at all times.
- Must be detail oriented, adaptable, able to work independently as well as in a team setting.

Qualifications for Position:

- Proven ability and experience in successfully teaching and interacting with diverse youth audiences.
- Bachelor's degree in education, youth development, agriculture, or relevant experience preferred.
- Must be able to lift 40 pounds.
- Must be able to work evening and weekend hours as needed.
- Familiar with Microsoft, Google and Canva.

Questions/Application: Contact Carrie Gottschalk, Extension Engagement Zone Coordinator, at carrie.gottschalk@unl.edu or 402-694-6174. More details and an application can be found at www.hamilton.unl.edu. Completed Application, Resume and three references may be turned in at the Hamilton County Extension Office at 718 A St, Aurora, NE or emailed to Hamilton-county@unl.edu. Position open until a suitable candidate is found.