

K-State Research and Extension, Leavenworth county Military 4-H Program Assistant – Job Description

DESCRIPTION:

The Leavenworth County Military 4-H Program Assistant is responsible for working with the 4-H Extension Agent and staff at Ft. Leavenworth to coordinate and deliver the 4-H youth development program on the installation. This position is supervised by the 4-H Youth Development Extension Agent. The position is grant funded only through September 30, 2017.

RESPONSIBILITIES:

In consultation with the appointed supervisor:

1. Help coordinate and deliver the Military 4-H programs.

- Assist in the training of adult and youth staff.
- Serve as the primary contact for the Ft. Leavenworth School Age services programs.
- Assist the Agent with growing the 4-H program through multiple delivery methods and audiences.
- Assist in keeping financial records and preparing reports as directed by supervisor.
- Collect 4-H enrollment information as needed to enter into the enrollment systems and databases.

3. Assist with coordinating and delivery of 4-H events and special activities on the installation.

- Coordinate with agent youth participation in area, state, national and international opportunities.
- Market opportunities and encourage youth participation.

4. Participate voluntarily in training if offered.

QUALIFICATIONS

Required:

- H. S. diploma or GED
- Ability to communicate effectively both verbally and in writing.
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.
- Ability to represent the local K-State Research and Extension office in a professional manner.
- Must be able to pass back ground checks.

Preferred:

- Experience in working with individuals, groups and co-workers to accomplish goals.
- Experience in word processing, email and internet resources.
- Experience in coordinating events and educational activities.

This document is a general description of typical job duties, responsibilities and qualifications of a 4-H Program Assistant. Additional duties, specific qualifications and work emphasis may vary between individual positions.