

Summer Assistant - 4-H

Dept/Div: *Extension*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semiskilled work assisting in the coordination of summer 4-H events, and related work as apparent or assigned. Work is performed under the moderate supervision of the 4-H Program Coordinator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below 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.

Essential Functions

- Prepare for the County Fair; secure non-livestock and exhibit judges; secure and communicate with event volunteers; create event promotion and marketing materials
- Assist with all aspects of 4-H events and activities at the County Fair
- Assist with post fair wrap-up; cleaning, post event press release; review inventory
- Assist with the planning, preparation and implementation of summer 4-H workshops, training and camps

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general ability to prepare correspondence, general ability to communicate effectively both orally and in writing with judges and volunteers; general knowledge of standard office equipment and software; ability to work a flexible schedule; general knowledge of 4-H programs.

Education and Experience

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.