

VACANT POSITION

DEPARTMENT: COOPERATIVE EXTENSION SERVICE

OBTAİN APPLICATION: <http://spaldingcounty.com/careers>

SUBMIT APPLICATION AND PROOF OF EDUCATION TO:

employment@spaldingcounty.com or 119 E. Solomon Street, Human Resources Office

CLOSING DATE: Position will remain open until filled

Job Title: Youth Education Program Assistant (Position 1601)

Salary: Hiring Rate \$31.72 per hour

Provisions of Personnel Ordinance for promotion, demotion or transfer

Work Schedule: 10 hours per week flexible. Some nights, weekend work required. Occasional overnight travel.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in Human/Youth Development, Sociology, Education Agriculture, Family & Consumer Sciences, Forestry, Recreation or closely related field. Must show successful experience in program development & management; demonstrated communication ability; demonstrated skills in leadership & management. Must possess the ability to design, coordinate and teach educational programs and work as a team member; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia Class C driver's license.

GENERAL STATEMENT OF JOB: Under minimal supervision, implements and coordinates 4-H youth programs and related activities. Duties include conducting regular meetings of 4-H clubs, presenting educational programs, training club officers in leadership roles, maintaining records of 4-H participants, and promoting county, district and state sponsored 4-H events. Teaches in-classroom educational programs and support youth in achieving success with their projects. Curates and teaches educational summer programs for youth. Reports to the 4-H Agent and County Extension Coordinator.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as a motor vehicle, computer, printer, typewriter, copy machine, calculator, telephone, television, VCR, slide projector, camera, or video recorder. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Assists in planning and implementing 4-H functions, conducting regular meetings of 4-H clubs, and presenting educational programs.

Must assist 4-H Agent with all program functions, and complete delegated tasks, while maintaining effective communication.

Provides instruction to 4-H members; provides creative, imaginative, and effective teaching methods; demonstrates subject competency through delivery of current subject material. Supports youth in achieving success with their projects.

Continuously broaden knowledge of Georgia 4-H programs and opportunities available to ensure all opportunities are being provided to the youth of Spalding County.

Conduct and assist club meetings, trips, and competitions outside of usual work hours including weekends and overnight trips (these may include multiple nights). Attending summer camps may be necessary (which includes multiple nights). Provides transportation or arranges transportation for the youth participating in these events.

Must prioritize punctuality for all in-classroom visits, club meetings, competitions, and other related program events.

Work to maintain a healthy program – teacher relationship with all in-school visits.

Must coach or co-coach at least one team or club to promote program growth and participation for all students.

Prioritize the incorporation of the 4 "H's into curriculum for all program functions including summer programs: HEAD, HEART, HANDS, HEALTH

Must promote, conduct and assist in all fundraising and community service efforts throughout the program year. This includes (but is not limited to) operating the 4-H Food Booth during the week of the Spalding County fair, "\$4 for 4-H", and participating in downtown holiday parades.

Transporting or arranging transportation for youth to all 4-H related events.

Use appropriate social media and the county website to promote program events and achievements, encouraging engagement and growth.

Must be organized to plan tasks and prepare for current and upcoming events and meetings on a weekly basis. Being a self-starter is essential.

Track and maintain hours worked to report to 4-H Agent and C.E.C on a weekly basis.

Provides direction, guidance and assistance to 4-H teen leaders; evaluates teen leaders; trains club officers in leadership roles; identifies and recruits volunteers for various roles in 4-H programming.

Assists in maintaining a record-keeping system (Enrollment V2) for reporting and evaluation purposes; prepares and submits accurate, complete reports; provides supplemental documentation. Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate. Processes 4-H event registrations; receives/processes payments for event registrations and related fees; records revenues and forwards as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, and/or other software programs.

Communicates with supervisor, employees, other departments, clients, 4-H members, volunteers, supporters, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Participates in various weekend/overnight activities as required.

Maintains current, comprehensive knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL JOB FUNCTIONS

Operates a motor vehicle to conduct work activities and in school visits.

Performs other related duties as required.