

www.shawnee.ksu.edu

Shawnee County

K-State Research and Extension News

1740 SW Western Avenue
Topeka, KS 66604
Phone: 785 232-0062
Fax: 785-232-0093

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Shawnee County Extension Council

Position: 4-H Program Assistant (Full Time)

Under general supervision, this position provides program support to the 4-H Youth Development Program through coordination of 4-H educational programs, activities and events. In addition, this position manages and implements all aspects of the 4-H school enrichment program. This position will coordinate the livestock activities and events of the 4-H program including Livestock Committee meetings, tagging events, livestock judging clinics and shows, county fair, and assistance at the 4-H Livestock sale.

This position is a full time position, Monday through Friday, 8am-5pm. That schedule can vary by week with evening and weekend programs as needed to accomplish the task of delivering the 4-H program. The Extension Council is your employer. The Executive Board delegates supervision to the County Extension Director. Your immediate supervisor is the 4-H Youth Development Agent. The 4-H Agent will assist the program assistant to develop a weekly schedule that meets our needs and stays within 40 hours per week.

I. Major Responsibilities

A. Program Management: 30%

The school enrichment program offers life science programs for classroom teachers, specifically ants, butterflies and embryology. The program assistant will manage and implement all aspects of the 4-H School enrichment program including the development and distribution of the school enrichment brochure to schools, development of the master calendar for program checkout, ensure all written materials, videos and equipment are in good condition and update/purchase as needed, support teachers by answering questions, going to the classroom to make presentations or check equipment, provide delivery and pick up of programs, invoice and receipt payment for programs, ensure all programs are aligned with the state curriculum standards.

Approve enrollments in the 4-H online enrollment program as the Shawnee County 4-H Online Administrator. Train other Shawnee County Extension staff to use the system, run reports and send communications via 4-H online.

Develop and present hands-on experiences and promote 4-H at expanded 4-H programs such as From Farm To You, Water Festival, and the History and Environment Fair.

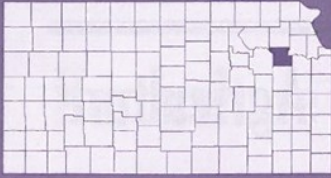
B. Event Coordination: 55%

Help prepare for and participate in 4-H meetings by organizing needed supplies, materials and handouts, making presentations, communicating with committees planning county-wide livestock events, gathering or purchasing supplies for event, preparing necessary forms and paperwork needed by others such as event insurances, etc. Assist with set-up, implementation, supervision of volunteers, and evaluation of events. Participation can include overnight trips.



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Develop brochures, flyers, signs, registration forms, letters, spreadsheets, agendas, develop schedules. Answer telephone and transfer as appropriate.

15% Office Reception Duties

Assist clients and the general public, in person, over the telephone and via email. Answer questions regarding 4-H Extension information, policies and procedures. Respond to these requests or refer them to the appropriate individual. Assist customers in purchasing supplies for projects, writing receipts in appropriate receipt book and depositing money in appropriate bag/box in safe.

Be a backup to Extension Office Professionals as needed.

This position will provide educational programs and materials to all people of Shawnee County without regard to race, color, religion, national origin, sex, age or disability.

II. Machinery or Equipment Used in Job

Computer	Copy/fax Machine
Incubators	Digital Camera
Multi Line Phone	Video Projector
Portable Sound System	

III. Minimum Qualifications

HS diploma or GED certificate, Associates or B.S. preferred

Proficient at keyboard to compose letters, flyers, etc.

Knowledge and/or experience working with the K-12 youth.

Communicate effectively, both orally and in writing, using the English language. Proficient in spelling, grammar and arithmetic computations.

Proficient in various computer software applications, i.e. Word, Excel, Publisher, and various social media platforms

Operation of various office equipment

Be able to work independently but also be a team player, prioritizing assignments and problem solve. Must be able to multi-task and think on their feet.

Must have a valid Kansas driver's license. This position does require some nights, weekends and overnight trips.

Knowledge of livestock

IV. Preferred Qualifications:

Familiar with livestock judging and livestock shows

Previous experience with 4-H livestock judging, clinics or shows

Experience teaching youth

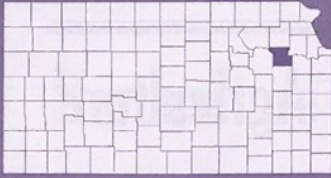
Experience working with volunteers

Experience editing websites



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Hours and Compensation

The work schedule will be 40 hours a week with the majority of those hours 8am-5pm Monday through Friday. At times during the year some of those 40 hours will be worked for night meetings or weekend livestock events. Livestock meetings are in the evening on the 2nd Wednesday of the month. Livestock events are once a month February through May. The schedule will also include night and weekend hours during the week of the Shawnee County Fair in July.

Pay range is \$10-\$12/hour depending on experience.

Application Procedure

Individuals interested in applying should submit the following documents electronically to Candis Meerpohl, 4-H Youth Development Agent, at candism@ksu.edu. Paper applications can also be mailed to the Extension Office at: 1740 SW Western Ave, Topeka, KS 66604 to the attention of Candis Meerpohl.

Cover Letter

[Application for Employment](#)

Current Resume (optional and not a substitution for Application for Employment)

A position offer is contingent on a successful pre-employment criminal background and driving record check. A Background Check Request form will be provided to the successful applicant following the offer of employment.

Screening of applications will begin on April 15th and continue until a suitable applicant has been hired. Questions regarding this position should be directed to Candis Meerpohl, 4-H Youth Development Agent, at candism@ksu.edu or 785-232-0062 ext. 120.



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