

**Shawnee County**

**Full-Time 4-H Support Staff**

**K-State Research and Extension—Shawnee County**

**Office Location: 1740 SW Western Ave, Topeka, KS**

**4-H Support Staff Purpose:**

This position provides administrative support to the 4-H Youth Development program area. This position is responsible for performing a wide variety of clerical duties and performs other duties as assigned. The 4-H Support Staff works with the other two Extension Office Professionals to assist the entire Extension Office as needed.

This position is the first point of contact for many 4-H families needing help with the program. This person should deliver excellent customer service to all Extension Program Users.

4-H is a global positive youth development organization for youth 5-18. In Shawnee County we have 9 4-H Community Clubs and over 250 4-H club members. We also serve over 5,000 youth with school enrichment programs.

Our goal is to grow our program to reach as many youths as we can in Shawnee County.

**Responsibilities**

**Clerical - 50 %**

Arrive at work when scheduled and assist in greeting the public, answering telephone calls on a multi-line telephone system and route calls to appropriate staff. If the appropriate person is not available, take a message and ensure those messages reach the appropriate people. Respond to general emails as needed.

Create and proofread documents such as newsletters, fliers, brochures, letters, registration forms, meeting agendas, and other documents as requested. Receive and record registrations for events. Prepare documents for distribution to clients via standard mail or e-mail. Download,

scan and work with digital images and graphics as needed for use in documents. Coordinate inventory and ordering of specialized publications and supplies. Keep publication shelves and current events information stocked and rotated. Create marketing for the Shawnee County 4-H events and opportunities. Update the Shawnee County 4-H Website.

Keep current mailing list databases of 4-H members, volunteers, county fair sponsors/donors and livestock sale buyers. Be able to navigate and print reports from 4-H enrollment software.

Input and manage data for 4-H youth in the 4-H enrollment software. Enter 4-H State Fair Entries in online system.

Maintain a filing system both paper and digital for agent correspondence, event information, and volunteer screenings.

Assist the Finance Committee Adult volunteer to keep finances of the Shawnee County 4-H Events Council in order. This includes receipting checks and cash, making deposit slips and inputting financial information into Quick Books.

Post to the Shawnee County 4-H Facebook page and respond to messages and comments received there.

#### **Customer Service - 50 %**

Assist clients and the general public, in person, over the telephone and via e-mail. Answer questions regarding 4-H and Extension information, policies and procedures. Be able to market the Shawnee County 4-H Program to interested parties. Respond to these requests or refer them to the appropriate individual. Fill in at the Front Desk for the Extension office and assist with receptionist duties as needed, i.e. soil tests, radon tests, general office knowledge, etc.

This position will provide educational programs and materials to all people of Shawnee County without regard to race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.

#### **Required Qualifications:**

- High School diploma or GED certificate
- One year of clerical or similar work experience.
- 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, Microsoft
- Publisher, Microsoft Teams
- Operation and minor maintenance of various office equipment.
- Be able to work independently, prioritizing assignments and problem solve.
- Valid Driver's License

#### **Preferred Qualifications:**

- Knowledge of the 4-H Program
- Experience with Social Media and Website Management

#### **Hours and Compensation**

The work schedule for is 40 hours a week and the hours must be worked during regular office Hours of 8am-5pm Monday-Friday.

At various times of the year evening and weekend hours will be required.

Pay range is \$12-\$14.25/hour depending on experience. There are no benefits for this position.

#### **Application Procedure**

Individuals interested in applying should submit the following documents electronically to Candis Meerpohl, Shawnee County Extension Director, at [candism@ksu.edu](mailto: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 immediately and continue until December 1<sup>st</sup>, 2023.** Questions regarding this position should be directed to Candis Meerpohl, Extension Director, at [candism@ksu.edu](mailto:candism@ksu.edu) or 785-232-0062 ext. 110.



Shawnee County

K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Program information may be available in languages other than English.

Reasonable accommodations for persons with disabilities, including alternative means of communication (e.g., Braille, large print, audio tape, and American Sign Language) may be requested by contacting Candis Meerpohl at 785-232-0062 ext. 110 or [candism@ksu.edu](mailto:candism@ksu.edu) . Language access

services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request.

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service K-State Research and Extension is an equal opportunity provider and employer.**