

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 (Part Time)

Under general supervision, this position provides program support to the 4-H Youth Development Program through management and implementation of the school enrichment program. In addition, this position will assist with coordination of 4-H educational programs, activities and events, including the county fair, 4-H Club Day, and 4-H Achievement Night.

This is a part time position. The candidate must complete the work hours during office hours 8-5 Monday through Friday. However, the candidate can set their schedule with the 4-H Agent during office hours. The weekly hours will be around 15 hours.

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.

I. Major Responsibilities

A. Program Management: 70%

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.

Develop and present hands-on experiences and promote 4-H at expanded 4-H programs such as From Farm To You and The Water Festival.

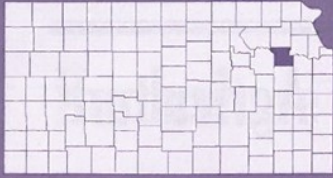
B. Event Coordination: 20%

Help prepare for and participate in 4-H events by organizing needed supplies, materials and handouts, gathering or purchasing supplies, preparing necessary forms and paperwork, assist with set-up and tear down.



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10% 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.

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. K-State Research and Extension also believes in the principles of diversity, equity and inclusion because we know that human differences enrich our lives, work and communities. **We embrace our responsibility to be a resource for all, regardless of their cultural, ethnic or economic background.**

II. Machinery or Equipment Used in Job

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

III. Minimum Qualifications

- HS diploma or GED certificate,
- 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 basic math.
- Proficient in various computer software applications, i.e. Word, Excel, Teams, Canva 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 have a valid Kansas driver's license. This position does require driving an office vehicle.

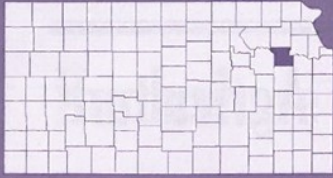
IV. Preferred Qualifications:

- Experience teaching youth
- Experience working with volunteers
- Experience in scheduling
- Understating of Kansas Elementary Education Standards



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Hours and Compensation

The work schedule will be 16 hours a week 8am-5pm Monday through Friday. At times during the year some of those hours will be worked for night meetings or weekend events (three times per year).

Pay range is \$12-\$14/hour depending on experience.

Application Procedure

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

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 16th and continue until a suitable applicant has been hired. Questions regarding this position should be directed to Grace Wiens, 4-H Youth Development Agent, at 785-232-0062 ext. 120.



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