

Taylor County Board of County Commissioners
JOB TITLE: 4-H Program Assistant

Exempt	No	DEPARTMENT:	0283
Pay Grade 150	\$13.09 per hour	Date:	08/01/2017
LOCATION:	County Extension Office	Workers Comp Code:	9102
SUPERVISOR:	4-H Extension Agent County Extension Director	FT or PT:	Part Time
APPROVED BY:		Union (Y/N):	No
Retirement Eligible:	Yes	Edited:	04/15/2024

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY:

The employee will assist in marketing and delivering 4-H programs in Taylor County.

This is a part time position (29 hours per week) with the Taylor County Extension Office. The position requires varied work hours including frequent nights and weekends.

PHYSICAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties on this job, the employee is regularly required to sit, stand, use hands and fingers, walk, reach, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 40 pounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Includes the following. Other duties may be assigned.)

- Implement 4-H after-school club and summer camp programs.
- Assist in development and management of 4-H community clubs.
- Assist in recruitment of 4-H Club Volunteers.
- Prepare and implement educational programs.
- Assist in planning and organizing after-school, day camp and residential camp activities.
- Perform other work-related functions as assigned by the 4-H agent or County Extension Director.
- Work Environment(s) vary from office to indoor and outdoor educational programming.
- Meet and greet visitors and members of the community daily.

QUALIFICATION REQUIREMENTS:

- High School Diploma or G.E.D; bachelors or advanced degree in agriculture, communication, education, and/or family, youth and consumer sciences preferred.
- Possess and maintain a valid Florida driver license; current CDL Class "B" License with passenger endorsement preferred.

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- Outstanding customer service.
- Experience working with Microsoft Office Suite including Excel and Canva
- Experience working with children ages seven years old and up in a day camp, school or daycare environment preferred.
- CPR/First Aid preferred.
- Preferred experience working in 4-H or other youth organizations.
- Preferred experience facilitation youth leadership programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to greet and interact with the public with courtesy, tact, and discretion.
- Experience working with computers.
- Ability to follow written and oral instructions.
- Ability to work with multiple projects; organize and complete assignments on time.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Workplace is in an office environment.