

## **Position Announcement**

### **Job description**

#### Position-4-H Program Assistant

The Jefferson County Extension Service is accepting applications for 4-H Program Assistant.

#### **Requirement**

- Candidate must possess strong verbal and written communication skills
- High school diploma or equivalent
- Valid driver's license
- Experience working with youth
- Skilled in Microsoft Office Suite
- Proficient with computers and other office equipment

#### **Essential Duties and Responsibilities**

- Assist with planning and teaching 4-H programs
- Plan, prepare and teach 4-H/Youth Development educational sessions in schools, clubs and other locations
- Provides support and guidance to existing 4-H clubs
- Promotes and markets 4-H programs
- Maintains regular personal contacts with and support local 4-H club organizational leaders
- Promotes and organizes new 4-H clubs, recruit members and volunteer leaders
- Assists with the preparation of media articles and related written program information specific to the assigned area
- Communicates with community groups, interested citizens, clubs, civic organizations, and related groups interested in education and development relevant to the program assignment area
- Makes individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assumes regular travel throughout the county and local area, and occasionally at a state and regional level
- Become proficient using 4-H Online-online management system
- The candidate must be willing to work irregular hours and weekends; occasional overnight travel is required.

## **How to Apply**

- Submit resume to the Jefferson County Extension Office
  - 2729 W. Washington Hwy Monticello, Fla. 32344
  - email: [jefferson@ifas.ufl.edu](mailto:jefferson@ifas.ufl.edu).
  - Deadline to submit is Tuesday, August 13<sup>th</sup>

Jefferson County is an equal opportunity employer and drug free workplace. Drug testing is a required part of the pre-employment physical. Applicant with disability should call 850-342-0187 for accommodations.

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**Job Type:** Full-time

**Pay:** \$19.23 per hour

**Expected hours:** 40 per week

### **Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

### **Schedule:**

- 8 hour shift

### **Ability to Relocate:**

- Monticello, FL 32344: Relocate before starting work (Required)

**Work Location:** In Office/In Person