

MIDLAND COUNTY

MSU EXTENSION 4-H PROGRAM ASSISTANT

General Summary

Under the direction of the MSU Extension Director and the supervision of the Extension Educator/4-H, assists in providing educational programs and events to all county youth. Encourages and motivates youth to participate in 4-H activities. Provides counseling, training and education to youth and adult volunteer leaders. Assists in fund-raising activities and oversees summer 4-H camps. Serves on a variety of committees and promotes the 4-H programs and events through public presentations and informational flyers and newsletters. Provides clerical and secretarial support to the Midland County Extension office. Maintains database (Blue Ribbon) for registrations, enrollments or 4-H leaders and members.

Essential Functions

1. Promotes and educates the general public about county, regional and state 4-H events and activities. Motivates members and leaders to get involved in planned events.
2. Works closely with volunteer committees in planning and conducting educational 4-H events and activities throughout the year for 4-H leaders, members and the public. Assists committees and sub-committees in preparing for meetings.
3. Assists 4-H program volunteer leaders and members in resolving problems and issues that arise in their respective clubs.
4. Participates with leaders and members in a variety of fund-raising activities to generate monies for 4-H events. Plans, organizes and publicizes fund-raising activities including ordering supplies and maintaining related records.
5. Receives and dispenses information to 4-H volunteers and the public regarding programs and activities. Assists in creating displays such as bulletin boards and educational exhibits. Promotes awareness at malls and fairs, and through newspaper articles and other networking activities.
6. Responds to telephone requests and provides information on the 4-H program within guidelines established.
7. Helps organize and coordinate special events and activities at the county fair, and oversees the summer 4-H camp program. Interviews, hires, trains and supervises camp staff. Orders all supplies and materials, and actively participates in program planning and attendance for the week at camp.

MIDLAND COUNTY

8. Prepares content information for flyers and newsletters announcing and promoting 4-H events and activities.
9. Celebrates and recognizes the achievements of 4-H youth and their leaders with awards banquets.
10. Performs a variety of additional support services for the various extension program areas, including, but not limited to filing, copying, maintaining notebooks, making reservations and recording fees paid for workshops.

Other Functions

11. Must learn to use Adobe Connects for meetings, conference calls, etc.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High school diploma required. College level coursework in communications desired.

Experience: One to two years of responsible secretarial experience including familiarity with office procedures including the ability to use Excel, Word and Publisher programs. One to two years experience managing a team of volunteers.

Other Requirements: Must possess a valid Michigan Driver's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access all County locations.

Ability to enter and retrieve information from a computer.

MIDLAND COUNTY

Ability to lift and carry files, equipment, displays and boxes of materials and supplies.
Ability to set up and tear down displays before and after events.
Ability to travel in the County, to MSU Extension meetings, and district and state functions.

Working Conditions:

Works in office conditions, but is required to travel to all County locations.
Travels to various 4-H activities including camps, fairs, banquets, workshops, MSU, and out of state trips.
Employee will work evenings and weekends as required, but not to exceed forty (40) hours per week.