

HUNT COUNTY 4-H PROGRAM ASSISTANT ROLES AND JOB RESPONSIBILITY OVERVIEW

The 4-H program in Hunt County currently encompasses 5 community clubs, 11 formal project groups and over 150 active members, Clover Kids and volunteers. Duties of the 4-H Program Assistant are to provide support to the traditional program along with special events including the annual Science of Agriculture program and school Curriculum Enrichment opportunities. This is done alongside and with support from the County Extension Agents ANR & FCH and Administrative Assistant of the Hunt County office of Texas AgriLife Extension.

Hours & Salary

24 hours a week part time. Set office hours required. \$18.00 per hour.

Required Skills

Working knowledge of Microsoft Office Suite (Word, Outlook, Excel, Powerpoint)

Working knowledge of social media

Ability to form and deliver information in an accurate and concise manner using common business formats.

Accept direction in a fast-paced office environment and provide friendly customer service to clientele.

Training Provided for additional software and computer programs including:

- Canva

- Constant Contact

- Stock Show Management Software

- 4-H Online System

General 4-H Responsibilities

Coordinate, facilitate, and/or deliver curriculum enrichment 4-H programs to Hunt County School Districts. This may include presenting curriculum in a classroom setting. The candidate should be comfortable teaching children of all ages and have a willingness to learn different curriculum that relates to Agriculture.

Assist with promoting and developing school curriculum enrichment projects in county ISD's. Resource management, promotion, delivering curriculum, reporting results, evaluation.

Attend monthly staff conference with 4-H curriculum updates. Meet monthly curriculum enrichment collaborative goals set at each monthly staff conference.

Assist 4-H Club leaders, project leaders and volunteers as appropriate in developing strong clubs, project groups and memberships through communication, scheduling, resource development and education via phone calls, emails, and face to face visits.

Assist in maintaining county 4-H calendar, website and social media pages.

- Facebook and Instagram - Post a minimum to 2 times per week (district or state shares, pictures, links to newsletters, etc) Answer Facebook messages as appropriate. Keep current calendar of

events including club and project meetings, special events, contest deadlines, entry deadlines and other activities as appropriate.

Coordinate preparation of 4-H Newsletter 1st and 15th of each month using Constant Contact. Maintain email program.

Prepare and send 4-H related correspondence as needed to families, donors, stakeholders and other program partners.

Assist with coordination of county 4-H contests including but not limited to:

County 4-H Roundup Contests (Educational Presentations/Share the Fun), Fashion Show, Food Show, Photography Contest, Recordbooks. Duties may include collecting entries, securing judges, coordinating awards, promotion of results and other tasks as necessary.

Assist with promotion and understanding of District and State Level contests for members and parents.

Assist in Planning, Promoting, Implementing and Evaluating Educational Events/Camps/Clinics/Workshops/Special Events (National 4-H Week)

Assist with 4-H Achievement Banquet planning and implementation. Collection of award and project forms, coordination of awards/pins, program script, donors, facilities, etc.

Assist with 4-H County level fundraisers. Creating publicity, securing supplies, coordination of orders, and assisting with associated events.

Accountability

Will answer directly to the County Coordinator and/or 4-H Coordinator working in cooperation with all county agents and support staff.

Participate in regular staff conference meetings to coordinate programming and responsibilities.

Prepare Monthly summary of tasks, programs, contacts, etc for agent use in reporting.

Present to Stakeholders as needed. (Commissioners court)

Prepare County travel reports monthly.

Keep accurate record of time worked utilizing County timesheet program.

****Agents/Admin Asst will be responsible for final approval of all memberships and contest entries, and will oversee finances, conduct annual financial reviews, Chartering, Adjunct Faculty requests and 4-H Online Management.