University of Idaho Extension Cassia County

University of Idaho Extension Cassia County/4-H Office

Position Title: 4-H Program Assistant/Instructor
Pay Range: $14.00 per hour
Full Time/Part Time: Part Time
Work Schedule Summary: 19 ½ hours a week
Start Date: TBD

Position Summary The 4-H Program Assistant/Instructor is responsible for Instructing and Conducting activities during in-school, after school and out-of-school programs and providing support for the county 4-H program.

Job Duties/Responsibilities

- Coordinate with 4-H Program Coordinator & University Extension Faculty in supporting and teaching program activities
- Collaborate with community partners to build support for after school and out-of-school programs
- Communicate and work collaboratively with 4-H Program Assistant/Instructor to conduct programming.
- Write and compile descriptive lesson plans, and work directly with students and staff in the classroom
- Work with adult and teen volunteers in the classroom
- Assist with family engagement activities
- Participate in meetings and trainings as related to program activities
- Develop, lead, and teach activities with children
- Assist with grant writing
- Perform other duties as assigned
- Must enroll of 4-H enrollment software and become a certified volunteer

Minimum Qualifications

- Education: High School Diploma or GED
- Experience: Six-months experience working with youth and/or after-school programs, working with individuals from varying cultural and/or socio-economic backgrounds
- Must work well with youth
- Ability to: Use Word processing programs and basic knowledge of Excel and graphic design software (Photoshop, Paint, Photo Editor, etc.); multi-task and meet deadlines: ability to maintain confidentiality, ability to work cooperatively with others
- Must be a self-starter and have the ability to work with minimal supervision to complete tasks

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- Must be able to pass a back-ground check and have a current driver's license
- As per county policy will be subject to random drug testing

Please download and completely fill out the Cassia County Employment Application located at this link (you will need to copy and paste the link into your web browser)
https://www.cassia.gov/media/Employment%20Opportunities/EmploymentApp.pdf
Please save as a **PDF** and then email both your **Application and Resume** to:
tiffanya@uidaho.edu
OR-
bring **Application and Resume** into the Cassia County Extension Office
1459 Overland Ave. Rm. 4 Burley, ID 83318. Will remain open until filled.

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