

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: Beginning of **August 1, 2023**

Position Summary The 4-H Program Assistant/Instructor is responsible for Instructing and Conducting activities during 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, in school and out-of-school programs
- Write and compile descriptive lesson plans, and work directly with students and staff in the classroom
- Establish local partnerships to teach STEM and art program
- Work with adult and teen volunteers in the classroom
- Assist with family engagement activities
- Maintain enrollment data and completing reports on time as determined by 4-H Program Coordinator and University Extension Faculty
- Participate in meetings and trainings as related to program activities
- Develop, lead, and teach activities with children ages 5-18
- Assist with grant writing
- Perform office duties as assigned

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 (Publisher, Photoshop, Canva, 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

- 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://evogov.s3.amazonaws.com/media/67/media/47154.pdf>.

Please save as a **PDF** and then email both your **Application and Resume** to:

tiffany@uidaho.edu

OR-

Please bring **Application and Resume** into the Cassia County Extension Office

1459 Overland Ave. Rm. 4 Burley, ID 83318 **by July 10, 2023**