



POSITION ANNOUNCEMENT

- JOB TITLE:** 4-H SUMMER ASSISTANT
- LOCATION:** Purdue Extension Boone County Office
1300 East 100 South
Lebanon, IN 46052
<https://www.extension.purdue.edu/boone>
- TERM OF EMPLOYMENT:** Mid to Late May to Early-August 2021
- WAGE RATE:** \$4,000.00 for the entire summer
- OFFICE HOURS:** 8 a.m. – 4 p.m. (35 hours a week average)
Summer Assistant will work 400 hours throughout the summer. Weekly schedule will be flexible based on assigned tasks. Some night and weekends required. Work for home at times can be considered.
- QUALIFICATIONS:** Computer skills required. Education background or currently enrolled in Education degree program preferred. Some 4-H background preferred. Person needs an ability and enthusiasm for working with all people, flexibility in adapting to changing situations quickly, and the ability to plan, coordinate and carry out activities. Will include teaching youth, public speaking and preparing and carrying out 4-H Fair activities. Applicant must pass volunteer screening process. Must not be a current 4-H member. Must have access to reliable transportation.
- DEADLINE TO APPLY:** May 7, 2021 or until position is filled
Send Cover Letter, Resume, and 3 references to Pandora Woodward.
- CONTACT:** Pandora Woodward
4-H Youth Development Educator
(765) 482-0750
pwoodwar@purdue.edu

BOONE COUNTY 4-H SUMMER ASSISTANT JOB DESCRIPTION

Each applicant will be required to submit an application form and be interviewed.

- I. Job Title:
4-H Summer Assistant

- II. Location:
Purdue Extension Boone County Office
1300 East 100 South
Lebanon, IN 46052

- III. Term of Employment:
Mid to Late May to Early - August 2021

- IV. Purpose:
To assist the 4-H Extension Educator and 4-H Program Assistant in supervising and developing the 4-H Youth Program in Boone County.

- V. Qualifications:
Computer skills required. Some 4-H background preferred. Person needs an ability and enthusiasm for working with people, flexibility in adapting to changing situations quickly, and the ability to plan, coordinate and carry out activities. Must not be a current 4-H member. Strong Preference that the candidate have a background in Education or is studying Education in college.

- VI. Job Description and Responsibilities:
 - A. Run Summer Spark Clubs and 4-H Road Show events happening in Boone County.
 - a. Assist with recruitment
 - b. Teach lessons in Healthy Living to youth grades 3-12
 - c. Run day-long educational event for teens
 - d. Lesson Planning & securing supplies

 - B. Learn basic navigation and input on 4HOnline and FairEntry databases.

 - C. Judging Scorecards
 1. Make sufficient copies of all scorecards needed for judging
 2. Help Program Assistant prepare judging envelopes and binders for judging

 - D. Handle 4-H clerical work as needed. Coordinate with Extension Educator and Program Assistant.

 - E. Carry out a 4-H Spark Club for youth in the community
 - a. Create marketing materials for Spark Club/use social media to recruit
 - b. Plan theme for Spark Club
 - c. Run the 6 hr minimum club that will meet during weekdays during the summer
 - d. Secure guest speakers as needed



- F. 4-H Fair Related Activities
 - 1. Sign Up Genius for Fair Volunteers
 - a. Update sign-up from previous years
 - 2. Livestock Files
 - a. Download files from 4HOnline for each animal project
 - b. Proof all data entered (lease forms, photos, tag numbers)
 - c. Call members who are missing information
 - 3. Color Run
 - a. Create budget and follow it
 - b. Create registration
 - c. Develop marketing materials and disseminate those materials
 - d. Secure donors
 - 4. Food Drive
 - a. During fair, take food to holding location and help sort food
 - b. Work with HHS Educator and CWC to arrange local food pantries to come pick up food
 - c. Assist when food pantries arrive to pick up the food
 - d. Record results of food drive
 - 5. Trash Can Decorating Contest
 - a. Set date with Extension Educator
 - b. Publicize contest
 - c. Be sure we have trash cans- work with Facilitates Director
 - 6. 4-H Member Packets
 - a. Organize record sheets and manuals that come in after judging
 - 7. 10 Year Member Record Keeping
 - a. Work with office staff to track down any 10 year members, who haven't turned in a record sheet by the time the 4-H Fair starts
 - 8. Multi-Media Promotions
 - a. Create daily PowerPoint slides for fair week.
 - b. Help with summer promotion of Extension activities via social media
 - c. Take photos of various events going on during the 4-H fair
 - d. Assist with creating videos for the website to showcase Extension's impact on the local community
- G. Other responsibilities as help is needed.