

**VACANT POSITION**  
**DEPARTMENT: COOPERATIVE EXTENSION SERVICE**  
**APPLICATIONS TO: HUMAN RESOURCES OFFICE**  
**CLOSING DATE: NOVEMBER 11, 2009**

Job Title: Youth Education Program Assistant (Position 1601)  
Salary: Pay Grade 18; Hiring Rate \$15.50 per hour  
Provisions of Personnel Ordinance for promotion, demotion or transfer  
Work Schedule: 19 hours per week-flexible. Some nights, weekend work required. Occasional overnight travel.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Bachelor's Degree in Agriculture, Forestry, Home Economics, or related field; supplemented by 3 years experience/training that includes youth education program administration. Must possess a valid Georgia Driver's License and have insured transportation.

**GENERAL STATEMENT OF JOB:** Under limited supervision, implements and coordinates 4-H youth programs and related activities. Duties include conducting regular meetings of 4-H clubs, presenting educational programs, training club officers in leadership roles, maintaining records of 4-H participants, and promoting county, district and state sponsored 4-H events. Reports to County Extension Coordinator.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment, such as a motor vehicle, computer, printer, typewriter, copy machine, calculator, telephone, television, VCR, slide projector, camera, or video recorder. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Provides direction, guidance and assistance to 4-H teen leaders; evaluates teen leaders; trains club officers in leadership roles; identifies and recruits volunteers for various roles in 4-H programming.

Assists in planning and implementing 4-H functions, conducting regular meetings of 4-H clubs, and presenting educational programs.

Provides instruction to 4-H members; provides creative, imaginative, and effective teaching methods; demonstrates subject competency through delivery of current subject material.

Promotes county, district, and state sponsored events which provide expanded experiences for 4-H members.

Develops promotional plans/strategies to expand the public's view of 4-H and youth programming.

Processes 4-H event registrations; receives/processes payments for event registrations and related fees; records revenues and forwards as appropriate.

Assists in maintaining a record-keeping system for reporting and evaluation purposes; prepares and submits accurate, complete reports; provides supplemental documentation.

Maintains computer database records of all 4-H participants.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, or other software programs.

Communicates with supervisor, employees, other departments, clients, 4-H members, volunteers, supporters, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Participates in various weekend/overnight activities as required.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

November 6, 2009  
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