

4-H Program Assistant - Extension - Barbour County

Job Type – Part-time Employment

Schedule - Part-time (Not to exceed 1,040 hours per year), Hours Per Week 10-40, Variable schedule, some nights and weekends

Office Location - WVU Extension Service - Barbour County, Philippi

Job Summary

This position will be located in the Barbour County Extension Office (located in Philippi, WV). It will assist with programming for 4-H Youth Development, Families & Health and Agriculture & Natural Resources.

Duties & Responsibilities

- 4-H Event Planning, - attend planning meetings, help create schedules and recruit volunteers.
- Youth Programing - work with school systems and community organizations to provided educational activities, lessons, and workshops.
- Manage volunteer and club files, including but not limited to submitting background check data and collecting applications and codes of conduct.
- Other office duties and program assistance as needed

Education

- Associate degree required or an equivalent combination of education & experience. Bachelor degree preferred.

Experience

- 6-12 months related experience
- 4-H experience/background preferred
- Technology/computer skills for computer word processing, data entry, and spreadsheet management required, including typing with speed and proficiency

Knowledge, Skills, & Abilities

- Knowledge of basic office methods and practices
- Preferred knowledge of the WVU Extension Service Vetting process
- Knowledge of best practices in positive youth development
- Preferred knowledge of WVU Extension Service programs
- Strong communications skills
- Strong organizational skills to plan and organize tasks
- Interpersonal skills to interact with youth, parents, volunteers, etc
- Ability to market and promote WVU Extension programs
- Ability to maintain confidentiality