POSITION ANNOUNCEMENT

POSITION: State 4-H Office Iowa State Fair (2017) Summer Program Assistant

RESPONSIBILITY:
- Recruitment and scheduling of youth and adult volunteers and staff to assist with 4-H state fair events and programs in the 4-H Exhibit Building.
- Prepare orientation materials and provide orientation for State Fair 4-H youth staff, State 4-H Council, and other youth and adult volunteers.
- Contact Iowa State Fair food vendors and organize meal arrangements for staff and volunteers.
- Assist with planning and organizational details for state fair 4-H programs and activities in the 4-H Exhibit Building.
- Assist with implementation and revision of county exhibit entry process utilizing FairEntry software program.
- Maintain accurate records, enter judging results in database, and prepare needed summary reports.
- Supervise volunteers and youth staff including state 4-H council.
- Organize and assign volunteers to accomplish daily exhibit building tasks.
- Other duties as assigned. Other duties may include assisting with coordination of other summer 4-H events or programs.

QUALIFICATIONS: Minimum:
- Ability to professionally communicate orally and in writing to youth and adults.
- Experience working with groups.
- Experience in organizing activities or events in school, church, or community.
- Basic computer skills with knowledge of MS Office products desirable.
- Previous experience as participant, youth staff, or volunteer with 4-H state fair events
- Minimum of one (1) year post-secondary education

QUALIFICATIONS: Preferred:
- Knowledge and experience as a member or volunteer in the Iowa 4-H program.
- Two (2) years previous experience as youth staff or volunteer with 4-H state fair events.
- Knowledge of and experience using social media in professional/organization settings is desirable.
- Experience with MS Excel or comparable database management program.
- Interest in Extension/4-H Youth Development as a career.
- Minimum of two (2) years post-secondary education

EMPLOYMENT DATES: May 15 thru August 25; 14-16 weeks, some flexibility in hours/days. Minimum 30 hours/week May/June; full time July/August. Starting date negotiable. Possibility of earlier start date and additional hours depending on schedule of successful candidate.

SALARY: $8.50 / hr. minimum

ACCOUNTABILITY: Report to Mitchell L. Hoyer, 4-H Youth Development Program Specialist; mhoyer@iastate.edu; 294-1531

APPLICATION: Position description available on-line at http://www.extension.iastate.edu/4H/StateFair/, and (for ISU students) through the ISU CyHire system at https://cyhire.iastate.edu/students/, ISU students should apply through the CMS system; other applicants should submit resume and cover letter by email to mhoyer@iastate.edu or send same to: 4-H Summer Employment, Extension 4-H Youth Building, 1529 Stange Rd, Ames IA 50011-1002. Application materials should include information related to coursework or other experiences related to educational program delivery, communication studies, human/individual development, public speaking, and event management/organization.

APPLICATION DEADLINE: April 3, 2017 or until position is filled.