POSITION ANNOUNCEMENT

POSITION: 2024 State 4-H Office – Animal Science Summer Program Assistant

RESPONSIBILITY:
- Assist with summer events and activities such as 4-H Animal Science Roundup, Animal Science STEM programming, quiz bowls, skillathons, county fairs, and the Iowa State Fair.
- Maintain accurate records and prepare needed summary reports, including but not limited to animal IDs, weigh-in data, fair entries, state fair results, and summer event results.
- Coordinate and recruit volunteers and staff for State Fair; assist with supervision and orientation of volunteers and youth staff, including state 4-H council.
- Assist with planning and organizational details for 4-H agricultural and other special programs.
- Assist with organizational details connected with fair programs.
- Other duties as assigned.

QUALIFICATIONS: Minimum:
- Ability to professionally communicate orally and in writing to youth and adults.
- Experience organizing activities or events in school or a community.
- Basic computer skills with knowledge of MS Office products desirable.
- Minimum of one (1) year post-secondary education

QUALIFICATIONS: Preferred:
- Knowledge and experience as a member or volunteer in the Iowa 4-H program.
- Previous experience as an event participant, staff, or volunteer with 4-H state fair events.
- Livestock or agricultural background is preferred.

EMPLOYMENT DATES: Spring semester part-time available. Full-time starting mid-May through August 31. Some flexibility with schedule exists. Candidate is expected to work through the Iowa State Fair, August 8-18 (will require extended hours during the Iowa State Fair). The starting date is negotiable.

EMPLOYMENT LOCATION: State 4-H Office, relocating to the Iowa State Fair in August.

SALARY: $13.00 / hr. minimum

ACCOUNTABILITY: Report to Celine Beggs-Shoemaker, 4-H Animal Science Program Specialist, cmbeggs@iastate.edu; 515-294-8617.

APPLICATION: Applicants should submit a resume and cover letter by email to cmbeggs@iastate.edu, or send same to: 4-H Summer Employment, Attn: Celine Beggs-Shoemaker, Extension 4-H Youth Building, 1259 Stange Rd., Ames, IA 50011. 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: February 15, 2024 or until position is filled.