Summer Staff Program Assistant Job Description

**Overall objective:** Provide positive youth development to all youth participating in events through Adair County ISU Extension and Outreach.

**Purpose:**
- Facilitate a supportive professional learning/sharing environment
- Provide educational opportunities for youth to learn and grow
- Make every youth feel like they belong
- Encourage youth to grow and succeed

**Responsibilities:**
- Provide a positive, safe, and educational environment
- Help facilitate Club House Wolverines After School program every Monday and Thursday from 2:30pm-6:30pm during the month of May
- Help plan and facilitate the Wise and Well Senior Healthy Living Program at Greenfield Senior Living during May
- Help plan and facilitate youth summer day camps
- Be a supportive team member during the Adair County Fair and the weeks leading up to it
- Assist Extension Staff with County Fair
- Help with various office duties such as organizing, making copies, filing documents, etc.
- Develop a trusting atmosphere with the youth
- Communicate and respond to youth in a positive manner
- Other duties as assigned

**Expectations:**
- Work under the direction of the Youth Development Coordinator and other Adair County Extension Staff members
- Communicate efficiently and effectively with all staff members
- Arrive to work on time
- Finish job duties in a timely manner
- Be able to work as a member of the Adair County Extension team

**Timeline:**
- Application deadline: March 29 at 4:30pm – submit to sdmorgan@iastate.edu
  - Or mail to: Adair County ISU Extension, attn.: Danielle Morgan, 154 Public Sq Suite C, Greenfield, IA 50849, 641-743-8412
- Program training will be scheduled as staff are hired
- Employment period will start on May 6 and end on July 31

**Primary Working Hours:**
- 40 hours per week, Monday through Friday, 8am-4:30pm. Some weeknights and weekends expected, working hours will be adjusted to stay at 40 hours per week

**Parameters:**
- Two full-time summer staff members

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