Our mission – ISU Extension and Outreach builds partnerships and provides research-based learning opportunities to improve the quality of life in Iowa.

**Americorps 4-H Program Assistant**

**Position:** Americorps 4-H Program Assistant – Full Time  
**Primary Location:** Black Hawk County  
**Employer:** Americorps  
**Status:** 1700 hours from date of hire until August 30th, 2022  
**Reports to:** Sarah Tanis – Youth Nutrition and 4-H Outreach Coordinator

**Position Description:**
Under general supervision, the Americorps 4-H Program Assistant engages K-12 youth in positive youth development programs including STEM, Healthy Living, Citizenship and Leadership and Communications and Arts through afterschool programs, school enrichment, clubs, and event-based initiatives. This could include the delivery of programming in the Cedar Valley at schools, parks, community organizations, partnering agencies, and faith-based communities. The goal of this position is to provide quality learning experiences to non-4-H youth while building long-term 4-H involvement and extending the reach of the 4-H program.

Through partnerships with a variety of community entities and volunteers, members’ service positions will be targeted toward ensuring that children and youth have in their life’s high quality positive youth development opportunities. Members may assist youth in completing homework assignments; provide one-to-one assistance in academic areas such as math, reading, and science; and develop positive and nurturing mentoring relationships with youth. Members may also assist students in developing youth-identified and organized service-learning events such as park beautification and intergenerational story sharing. In partnership with a variety of community volunteers and entities including local businesses, agencies, organizations, and institutions, members may develop enrichment activities to strengthen and sustain out-of-school programming and fulfill the goals of the AmeriCorps 4H Outreach Program, emphasizing the 4-H priorities of Healthy Living, Science Technology Engineering and Mathematics (STEM), Citizenship and Leadership, and Communication and the Arts. Enrichment activities may include career shadowing, citizenship, drama, drug prevention, environmental, health, life skills, nutrition, personal safety, recreational, and technological learning events.

This position will have regular, scheduled, and anticipated access to vulnerable populations (children and youth).

**A. Primary Responsibilities**
- Plan regular programs that provide participating youth with experiences in the broad array of 4-H project areas and life skills. These programs should be offered outside regular school hours and across the calendar year. Programs should reflect continuous partnerships with area organizations and agencies while diversifying reach by forming additional partnerships throughout the urban and rural communities of Black Hawk County.
- Involve 4-H members, volunteers, and program specialists as needed to provide diversified learning and maintain a controlled learning environment.
- Provide the opportunity for youth to become fully involved in the traditional 4-H Club model by engaging in 4-H programming and creating an enhanced transition from program participant to 4-H Member. Additionally, include general information about

Date of update: 10/7/20
Our mission – ISU Extension and Outreach builds partnerships and provides research-based learning opportunities to improve the quality of life in Iowa.

how Black Hawk County youth can exhibit their learning and experiences throughout the year at the Black Hawk County Fair in July.

- Prepare and evaluate impact data for programs offered.
- Build partnerships within Waterloo Schools that provide extension resources to teachers and students while promoting the 4-H Mission of empowering youth to reach their full potential through youth-adult partnerships and research-based experiences.
- Make connections with individuals and volunteers in the community for program outreach and program enhancement.
- Continue current 4-H partnerships and seek additional community partnerships.
- Provide drug-free, educational, nurturing and safe supervised environments for at-risk elementary, middle-school and/or high-school students.
- Provide safe, healthy, educational, and respectful learning environments for youth, family members, school staff, community members, volunteers, site supervisor, Program Director, and fellow AmeriCorps members.
- Maintain and uphold student confidentiality practices and policies.
- Immediately report harmful youth behavior to appropriate school and program officials.
- Complete contract service hours and site-specific responsibilities within twelve-months of the member’s enrollment date or within the contracted time frame.
- Assist the site supervisor in recruiting elementary, middle and high school students to enroll in the Host Site’s programs.
- Recruit, manage, and train community volunteers to assist with the Host Site youth development programs.
- Assist the site supervisor in addressing each of the AmeriCorps program’s programming objectives/performance measures.
- Document, collect, and report quantitative and qualitative impact data for quarterly progress reports, performance reporting logs, and monthly great stories.
- Accurately and professionally discuss with community partners and volunteers the objectives of the AmeriCorps program, positive youth development, and site-specific objectives.
- Incorporate and implement one-to-one academic assistance, educational enrichment activities, service learning events, one-to-one mentoring, community partnership development, and volunteer recruitment within the programming framework of the Host Site.
- Attend mandatory state level face-to-face training facilitated by the Program Director; complete training in all required topics at face-to-face state or local training events or online courses.
- Attend mandatory local training opportunities including Mandatory Reporting of Child Abuse, CPR and First Aid, host site and program orientation, and tutoring techniques.
- Engage in additional allowable activities that support the AmeriCorps program design and which help the program meet its goals as outlined in the approved AmeriCorps application. In no circumstance will members be asked or allowed to perform prohibited activities.

B. Additional Responsibilities
- Provide assistance with a variety of 4-H activities (including but not limited to the list below). In some cases, these items may be the sole responsibility of the 4-H
Our mission – ISU Extension and Outreach builds partnerships and provides research based learning opportunities to improve the quality of life in Iowa.

program assistant; in other cases, multiple staff may be cross-trained to provide complete service to extension users.

- Support 4-H club start-ups and/or establish an adequate number of clear pathways for youth to become active 4-H members
- 4-H workshops, program series, and club visits
- Maintain a current inventory of 4-H materials and supplies
- Support 4-H County Council activities, events, and service projects
- Support yearly 4-H Schedule (not limited to) Family Fun Night, 4-H Awards Banquet, 4-H Week, Farm Safety Day, Black Hawk County 4-H, and FFA Fair

- 4-H Camp and 4-H trip chaperoning

- Participate in county staff meetings and county and regional planning sessions
- Attend county, area, and state training as required and needed
- Read and ask questions regarding the behavioral expectations and policies outlined in the AmeriCorps Member Contract and Policies document before signing the form.
- As needed, ask the site supervisor and Program Director for reasonable accommodations.
- Accurately complete and submit enrollment paperwork to the site supervisor.
- Accurately complete and submit monthly time logs and Great Story by the 5th of each month.
- Provide transportation to and from the service host site and programming activities (mileage reimbursed).
- Wear official identity items such as name tag, T-shirts, and lapel pins during AmeriCorps service.
- Participate in mid-term and end-of-term performance reviews with the site supervisor.
- Notify the site supervisor when going to be absent from the service host site.
- Keep a file of all verbal and written warnings and suspensions given by the site supervisor and/or Program Director for inappropriate behavior.
- Obtain and organize all supplies before the beginning of programming activities. Return supplies in an organized fashion after program completion.
- Meet daily and/or weekly with the site supervisor to discuss programming topics and issues.
- Represent the AmeriCorps 4H Outreach Program, Iowa 4-H Youth Development Program, and host site in a professional manner.

C. Engagement in Additional Service Projects:
- Participate in days of service including Martin Luther King Day, Global Youth Service Day, and AmeriCorps Week.
- Service project descriptions will be submitted to the site supervisor and Program Director in advance to ensure compliance with prohibited activities policy.
- May on occasion participate in youth development activities hosted by other community agencies. Such activities must be approved, in advance, by the Site Supervisor

D. Required Skills/experience required
1. Have excellent organizational and logistic skills
2. Ability to work with volunteers
3. Interest in working directly with youth
4. Be a strong team player

Date of update: 10/7/20
Our mission – ISU Extension and Outreach builds partnerships and provides research based learning opportunities to improve the quality of life in Iowa.

5. Demonstrated communication skills for teaching youth and adults

E. Personal Attributes
1. Skilled in customer relations
2. Ability to work individually or as a team member
3. Adherence to ISU Extension and Outreach program policies.
4. Other duties as determined in conjunction with the County Extension Council to meet the mission of Black Hawk County Extension and Outreach and ISU Extension and Outreach.

F. Minimum Qualifications
1. High school diploma or equivalent
2. Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
3. Valid driver’s license and access to reliable transportation required (mileage is reimbursable).
4. Clear background check including driver records, child abuse or neglect, sexual abuse or other felonies affecting the ability to work in schools or amongst children.
5. Ability to serve approximately 20-40 hours per week date of hire to end of service with the anticipated service schedule weekdays between 8 a.m. and 5 p.m. Occasional nights and weekends, as required for host site needs. No service on holidays is anticipated. Members should serve from an agency office. Serving while at home is not allowed. Vacation time, sick time and holidays are not counted toward the hours needed to complete the term. Of these hours, a maximum of twenty percent (20%) may be spent in training (45 CFR § 2520.50) and a maximum of ten percent (10%) may be spent fundraising (45 CFR § 2520.45).

G. Physical Requirements
Mobility to accomplish position requirements. Unimpeded or corrected vision and hearing for general office work and interpersonal interactions. Ability to meet physical requirements of the position, including lifting/moving at least 35 pounds, use of office equipment, able to work indoors and/or outdoors, sitting, walking and/or standing for 2 or more hours for programs and meetings, able to climb and stand on a 4-foot ladder.

H. Other
For a full time commitment and 1700 hours of AmeriCorps service, the member will receive:
1. A taxable living allowance of $14,279 per PROGRAM YEAR
2. Student loan forbearance on qualified student loans
3. A $6,195.00 educational award at the end of a completed service term
4. Excellent training opportunities
5. Leadership experience and skill development
6. Hands-on experience in a professional setting
7. Develop a life-long commitment to the value of service to others
8. Health Care opportunities
9. Child Care Assistance opportunities

Date of update: 10/7/20
Our mission – ISU Extension and Outreach builds partnerships and provides research based learning opportunities to improve the quality of life in Iowa.

I have read the above AmeriCorps 4-H Program position description and understand my responsibilities.

Member Name:______________________________________
Member Signature:_________________________ Date: __________

Site Supervisor Name:______________________________
Site Supervisor Signature:________________________ Date: __________

ISU Extension & Outreach Black Hawk County is an EEO/AA employer