Black Hawk County Extension and Outreach

Summer Fair Assistant - 2020

**General Description:** This is a temporary, 40 hour per week paid summer position ($10/hour) from approximately mid-May to mid-August. Individual will serve under the supervision of the County Youth Coordinator to assure that all aspects of the Black Hawk County 4-H and FFA Fair are carried out in a safe and efficient manner.

**Responsibilities:**

- Assist staff and volunteers by organizing and attending all Black Hawk County 4-H and FFA Fair pre and post events
- Process fair entries utilizing fair software
- Organize supplies needed to carry out fair events
- Work with County Council to coordinate their fair duties and responsibilities
- Work with Program Assistant for Volunteer Support to recruit volunteers for fair events
- Promote 4-H to interested youth and adults
- Attend staff meetings
- Perform other duties as assigned under supervision, as required, for the successful operation of the fair.

**Qualifications:**

- Completion of at least one year of college is preferred
- Knowledge and experience working as a member or volunteer in the 4-H program is desirable
- Experience organizing events or activities through school, church or community
- Ability to communicate orally and in writing to youth and adults
- Basic computer knowledge and other office machines
- Ability to work independently
- Know, teach and enforce safety procedures
- Knowledge of basic first aide
✓ Have valid driver’s license, good driving record and access to personal transportation
✓ Flexible, trustworthy, prompt and courteous
✓ Accountable – good strong attendance record.

**Physical Requirements:** Individual must be heat tolerant and able to work outside for extended periods of time. 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 4 foot ladder.

**Other:** Weekend and evening programs and events may be required, particularly during fair week (July 21 – 25). Paid monthly. No vacation, sick leave or paid holidays. Opportunity for personal growth and career development in a dynamic, positive, education environment. Employment pending approval of child protection screening process (including background check and driver record check). Cover letter, application, resume and three references required.

Black Hawk County Extension and Outreach is an EEO/AA employer.