

**JOB DESCRIPTION**  
**2020 SUMMER PROGRAM ASSISTANTS- CASS COUNTY EXTENSION OFFICE**

**For Consideration, please submit all application materials by Friday February 14, 2020**

**START/END DATE:**

Mid-May 2020 (as available) to Mid-August 2020- may flex based on applicant's schedule and office workload

**PAY AND HOURS:**

\$9.00 per hour; regularly scheduled for approximately 32-36 hours per week. Hours will increase around fair week. Daily start/end time will vary with program needs. Overtime will be paid for all hours worked over 40 in any week.

**COLLEGE CREDIT:**

Cass County Extension will work to accommodate requirements for college credit for summer internships, to the best of our ability. Notice must be given prior to start of employment that student intends to earn college credit for position, including notification of all paperwork and other requirements of employer for satisfactory completion.

**JOB RESPONSIBILITIES:**

Cass County Extension will hire two summer assistants in 2020. One position will have a primary focus on summer youth programming such as day camps and other youth outreach. The other position will have a primary focus on office support and coordination/communication regarding fair activities. Both positions will be exposed to a wide variety of work experiences and programming opportunities. General skills and tasks for both positions are outlined below. Other duties will be assigned throughout the summer based on programming and staffing needs.

**Clerical:**

- Assist in letter writing, preparing brochures/booklets and other communications
- Collection and management of registrations, entries and other program data
- Daily customer service- distributing information and handling transactions with clients via email, mail, phone and in-person
- Office coverage and event supervision during county fair
- Other clerical duties as needed to support programming

**Program Assistant/Support Staff:**

- Assist with delivery of summer 4-H/Youth programs
- Prepare and organize event/workshop/camp materials as necessary
- Attend events/workshops/camps to help carry out programming
- Assist with county fair events
- Assist with pre-fair preparation and activities
- Conduct evaluations and collect/compile information for reporting purposes
- Assist with preparation and delivery of other Extension programs as needed

**SUPERVISOR:**

Summer Program Assistants are supervised by the Cass County Extension Director; daily tasks may be assigned by Youth Coordinator, Office Assistant or other permanent staff members.

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**MINIMUM QUALIFICATIONS:**

- High School Graduate; post high school work or education experience a plus
- Ability to use Microsoft Office and other computer programs to accomplish office tasks
- Ability to communicate effectively orally and in writing; Interpersonal skills to interact with youth, adult volunteers and the general public
- Ability to organize data, information and resources in a way easily understood by others
- Licensed driver with access to a reliable vehicle, or ability to otherwise get to work and other programs/events independently
- Ability to lift and move materials up to 50 pounds, perform physical tasks to carry out hands-on learning in a variety of settings
- Able to satisfactorily pass Iowa State University Extension Background Screen
- Background/experience in 4-H or Youth programming helpful but not required
- Self-Motivated- able to accomplish assigned tasks independently on a set schedule
- Able to display a positive attitude and commitment to the job on a routine basis
- Willing to be a productive member of Extension team, including office staff, volunteers, Extension boards and committees, and other partners

**APPLICATION REQUIREMENTS:**

For consideration, all applicants are required to submit a completed application form, current resume, and cover letter detailing interest and qualifications for position(s) applying for.

Applicants not submitting all three, completed, documents by deadline, will not be considered as candidates for interview.