DELTAWARRE COUNTY ISU EXTENSION
JOB DESCRIPTION

POSITION: Summer Youth Program Assistant
HOURS: Temporary part-time. Some evening and weekend hours with overtime (over 40 hours) allowed during fair week.

QUALIFICATIONS/SKILLS:
1. High school diploma required; post-secondary studies or equivalent experience in youth development, education, public relations or related fields preferred.
2. 4-H background either as a member or volunteer preferred.
3. Must be able to be approved under ISU Extension child protection policy with a background check.
4. Computer literacy required (MS Office, Filemaker, fluent with e-mail programs).
5. Valid driver’s license and access to a motor vehicle with proof of vehicle liability coverage.
6. Ability to work in a team atmosphere with minimal supervision.
7. Problem solving skills, organizational skills, and multiple task capabilities.
8. Ability to complete scheduled tasks on time.
9. Effectively communicate with all age groups. Must have strong verbal and written communication skills.

PRIMARY RESPONSIBILITY: Assist with county fair data management, fair activities, day camps and 4-H trips as needed. Conduct educational programs, if needed, for young children using extension curriculum materials provided. Perform general office duties.

PRIMARY DUTIES:
- Work closely with the County Youth Coordinator (CYC) in all fair related activities and events.
- Oversee 4-H & FFA fair data and coordinate correspondence with 4-H and FFA members, leaders, volunteers and staff in regards to the Delaware County Fair and Iowa State Fair.
- Prepare letters, other communication and be able to perform quick and accurate data entry. Text layout and design experience preferred.
- Assist in planning, organizing and conducting the 4-H/Youth activities at the County Fair. Responsibilities will include, but are not limited to: preparing paperwork, assisting with livestock shows and sale, data entry and management, and general support of livestock and exhibit hall activities. During the fair, additional hours will be required.
- Assist with daily office procedures as needed. Maintain a business atmosphere through courteous treatment and efficient service in the office and on the phone.
- Any other related duties deemed necessary by the County Youth Coordinator.

REPORTING OF ACTIVITIES:
- The Summer Youth Assistant will attend regular staff meetings and work closely with the Delaware County Youth Coordinator, County Extension Program Director, and other staff. Accountable to the Delaware County Agricultural Extension Council and all of its policies.

EMPLOYMENT:
- Starting Salary Range: Dependent on education and experience.
- Mileage for use of personal vehicle in the performance of approved duties will be paid at the current Delaware County travel allowance rate.

Signed.

______________________ Date________
Employee

______________________ Date ________
Supervisor