

## Summer Youth Assistant – Emmet County – Temporary Position

### Overview

The Summer Youth Assistant will be responsible for assisting or leading 4-H and Youth activities in Emmet County. This individual must be reliable, detail oriented, problem solver, self-motivated and able to work independently as well as part of teams of staff and volunteers.

### Position Responsibilities

- Support the CYC in the organization, preparation and implementation of 4-H and youth activities, specifically summer camps.
- Recruit and communicate with volunteers needed for county fair.
- Complete data entry of Iowa State Fair and Clay County Fair entries, and other entries as assigned.
- Provide support for and organization of non-animal exhibits.
- Organize ribbons according to show.
- Provide office support and/or fair activities (Clover kids graduation and party, County Youth Council activities) assistance at the county fair.
- Plays an important role in supporting county youth coordinator and staff.
- Opportunity to work on a special project as identified by the candidate.
- Responsible for taking photos of summer activities and events. Create a slide show of summer in review.
- Work with local media to enhance media exposure of summer activities and events.

### Required Qualifications

- Must have completed a minimum of 1 year of college education by May 2022
  - (not including dual credit courses taken in high school)
- Must have a valid driver's license and available transportation
- In accordance with ISU Extension Child Protection and Safety Policy, a criminal record check will be completed by First Advantage Background Screening Series on the applicant selected for this position. Candidate must successfully pass this background screening.
- Effective verbal and written communication including phone and computer skills (Microsoft Outlook, Word, Excel, PowerPoint, and Publisher)

### Preferred Qualifications

- 4-H experience or experience in working with youth
- Effective organizational and time management
- Ability to work as part of a team and individually on projects
- Self-motivated and enthusiastic

**Time frame and terms of employment:** Approximately 12 weeks of employment: mid-May through mid-August 2022. 36 hours per week: 8:00 am - 4:30 pm Monday-Thursday. May include some nights or weekends. Additional hours may be needed during the week of the Emmet County Fair.

**Supervisors:** Katelyn Herzberg-County Youth Coordinator, Beth Frankenstein, Regional Director

**Compensation:** Pay Commensurate with experience, Non-Exempt

**Application:** Submit a resume and cover letter in addition to the application form to [bethf@iastate.edu](mailto:bethf@iastate.edu). Interviews will be conducted at the Emmet County Extension Office, 26 S 17 Street, Estherville, IA 51334. Applications will be reviewed as they are received. Position will be open until filled. Application can be found at [www.extension.iastate.edu/emmet/](http://www.extension.iastate.edu/emmet/) AA/EOE

*All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.*