

JOB DESCRIPTION – AFTERSCHOOL ASSISTANT rev. 7/2023

This part-time -OR- temporary internship position provides afterschool programming at two junior high schools in Johnson County. The Afterschool Assistant will work alongside a BBBS staff member to deliver hands-on educational activities on Wednesdays and Thursdays after school to follow the school calendar September-May. This position may be long-term starting mid-August-May -OR- may be filled as a temporary internship based on candidate’s availability.

QUALIFICATIONS

1. Ability to teach hands-on educational activities
2. Training and related experience in working with groups of youth including group management, communication skills, and ability to lead educational activities.
3. Teamwork and collaboration are essential.
4. Demonstrated ability to read, write and communicate verbally.
5. Valid driver’s license and access to reliable transportation, to fulfill the duties of the position
6. Must pass ISU Extension and Outreach background check and be approved by the Johnson County Agricultural Extension District Council

JOB RESPONSIBILITIES

1. Lead educational hands-on activities
2. Utilize and follow lesson plans provided through 4-H
3. Prepare/order materials needed for program activities
4. Assist in set-up and clean-up of program materials
5. Submit records of participation, evaluation, wage/mileage reports as required by the supervisor
6. Other duties as assigned

DEMANDS OF THE POSITION

1. Wednesdays and Thursdays after schools beginning in September through May
* The remaining hours of work schedule can be flexible, dependent upon candidate’s availability.
2. This position requires routine office demands, including possibility of lifting of moderate weights

BENEFITS

1. Wages will be determined on budgetary limitations. Wage range is between \$17-\$20/hour
2. This is a part time -OR- temporary position, 20 hours per week-- therefore, the employee will not receive paid holidays, vacation or sick leave in accordance with the current Office Policy
3. The employer will pay its portion of FICA and IPERS
4. Mileage for work related travel reimbursed at the federal rate

ACCOUNTABILITY

1. The 4Afterschool Assistant position is accountable to the employer, Johnson County Agricultural Extension District Council
2. The Regional Extension Education Director supervises this position. Programmatic supervision provided by the 4-H Youth Program Specialist

Employee Signature

Date

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