

Winneshiek County Extension Summer 4-H Assistant 2020

Maximum of 40 hours/week, up to 500 hours

General Description

This position provides assistance to Iowa State University Extension and Outreach (ISUEO) in Winneshiek County for 4-H and youth programs. This position is under the supervision of the Extension Council, and County Extension Staff. It includes assisting and promoting the 4-H and youth program during the summer months and assisting with County Fair activities and other related duties. Flexible hours required, may include some night and weekend work.

- Understand the objectives of Iowa State University Extension and Outreach and display interest in and knowledge of all programs and program areas.
- Respect and honor confidentiality for all staff and clients.
- Represents Iowa State University Extension and Outreach while at office, meetings, and programs (professional appearance of office and dress, punctual hours, etc. required).
- Meet the public and answer the phone in a professional, friendly way.
- Act as a liaison between professional staff, Extension Council, and 4-H organizational system and clientele.
 - a. Understand and accept policy decisions at all levels.
 - b. Understand the importance of being a member of the Extension team in the county, area, and state and the need for teamwork.

Duties and Responsibilities

- Assist with summer youth programs and day camps
- Assist with pre-fair preparations/activities
- Assist during the Winneshiek County Fair
- Assist with post-fair documentation/reporting
- Assist with preparation of displays and documentation for the Iowa State Fair

Fair Responsibilities

- Assist Extension staff with the fair entry process and preparation and using the FairEntry website.
- Assist the 4-H CYC with livestock activities at the County Fair. Responsibilities will include, but are not limited to, weigh-in of all species of livestock, stalling of animals, and attending shows.
- Assist with Static and Clothing, Foods, and Communications Day events.
- Help coordinate livestock show results/pictures for publicity to local media.
- Create signage for events
- Other duties as assigned

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

Qualifications/Job Skills

- Complete a satisfactory employee background screening
- Valid Driver's License, car insurance and reliable transportation
- High school graduate with college experience preferred
- Previous experience working with youth
- 4-H background is highly desirable
- Ability to relate well with youth and adults serving in volunteer roles
- People oriented and skilled in customer relations
- Willing to cooperate as a team player
- Problem-solving, organizational skills, and multiple task capabilities
- Self-starter who is able to initiate work, without direct supervision and complete scheduled tasks on time
- Computer literacy
- Able to lift 40 lbs.
- Able to work in a range of indoor and outdoor environments

Hours

Wages will be based on experience. Work hours are variable, as position dictates, but not to exceed 40 hours per week. Overtime may be necessary during county fair week. All overtime hours must have prior approval by the Winneshiek County Extension Council or Office Manager.

Accountability

Accountable to the Winneshiek County Extension Council and all of its policies. Supervised by the Winneshiek 4-H County Youth Coordinator, and Office Manager.

Start date: May 2020 through August 2020

Application Procedure

Send Iowa State University Extension and Outreach application, resume, and two non-related references to:

Winneshiek County Extension & Outreach
325 Washington St. Suite B
Decorah, IA 52101

Or email PDF files to Angie Sperflage, aksperf@iastate.edu

For full consideration, please send required materials on or before **Monday, March 9, 2020**. Applications will be accepted until position is filled. For more information, call (563) 382-2949

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