

CCE Job Title:	CCE 4-H Summer Program Assistant
Classification:	Temporary
Minimum Rate of Pay:	\$17.00 per hour
Hours per Week:	30 – 40 hours per week
Job Duration:	May 22 to August 31

General Statement of Duties

Assist in planning, organizing and implementing 4-H Youth Development activities across ***** County.
Assist in coordination of events, including promotion and publicity.

Duties will include:

- Work with the youth development staff to organize, implement and evaluate youth development activities. The majority of time will be related to the 4-H Youth Fair which will be held July 6 through July 10 .
- As part of a team, provide support for other youth activities in ***** County including but not limited to: 4-H Clubs, State Fair, Annual Enrollment paperwork.

Education

High School student or graduate. Experience and/or interest in 4-H Youth Development required.

Required Knowledge, Skills and Abilities

- Ability to work independently and to organize multiple projects at the same time.
- Ability to effectively communicate orally and in writing with individuals
- Strong Computer skills
- Demonstrates and understands the importance of inclusiveness, adaptability, self-development, communication, teamwork, service mindedness, stewardship of resources, and motivation.
- Required valid driver's license and reliable transportation.

Reporting Relationships and Type of Supervision Received/Give

Work under direct supervision of 4-H Youth Development staff. May provide supervision of youth.

Work Site:

Primarily at 56 Main Street ***** and the ***** County Fair Grounds

To apply: Submit letter, resume, and completed application and bring with you to your interview.