

Position Announcement



K-STATE
Research and Extension
Central Kansas District

Title: Central Kansas District Extension Program Assistant

Primary Area of Responsibility: 4-H Youth Development

Location: Central Kansas District, Salina, KS

Application Date: Screening of applications will begin December 1, 2021. The starting date is negotiable.

The Central Kansas District is made up of two counties, Saline & Ottawa. There are two offices, one in Salina and one in Minneapolis. The 4-H Program includes 11 4-H clubs and around 300 members. The 4-H Program Assistant will cooperatively work with another 4-H Program Assistant under the direct supervision of the 4-H Youth Development Agent and overall supervision of the District Extension Director. The executive board of the Central Kansas Extension District is the employer and the employee will also be responsible to the board.

Basic Responsibilities:

4-H Event Coordinator – Assist in the planning and organization of the Central Kansas District 4-H Educational Program under the guidance of the supervising 4-H Youth Development Agent. Responsibilities include:

- Assist the 4-H agent in the planning and organization of all 4-H educational events including 4-H club day, gavel games/model meetings, 4-H day at the mall, county fairs, officer training, 4-H camp, state fair, clover enrichment, clover block, achievement program, Kansas award portfolio screening, 4-H council, and other events and activities as determined by the 4-H agent. Tasks will include: planning and organizing before and after an event including communication with committee chairs, assignment/scheduling of 4-H members and volunteers at events, assembling program books, reminders to speakers and judges, thank you's and other correspondence.
- Assist 4-H council committees to plan and organize 4-H educational activities including gavel games/model meetings, 4-H club day, fundraising efforts, FACS judging, photography judging, promotion and recruitment, etc.
- Work with other Extension Staff in organizing the county fairs (i.e., secure judges, work with the fair superintendents, revise the fair papers and assist in supervising the events).
- Compile dates and schedule events for the annual calendar for 4-H events.

Communication & Marketing – Assist in the planning and organization of the communication & marketing of the Central Kansas District 4-H Educational Program under the guidance of the supervising 4-H Youth Development Agent. Responsibilities include:

- Assist the 4-H agent in writing and assembling the 4-H newsletter and quarterly impact reports.
- Develop and coordinate a marketing plan for the 4-H program.
- Assist the 4-H Youth Development Agent with growing the 4-H program through multiple delivery methods and audiences (includes assisting the 4-H membership committee through 4-H Council in expanded youth programs such as school open houses, school enrichment programs, Water Festival, Ag Awareness Day, etc.).
- Develop and assist with outreach to local youth across programming areas through school enrichment, after-school and SPecial INterest (SPIN) Clubs.
- Build a relationship with the school districts within the Central Kansas Extension District to expand the 4-H program.

Additional Responsibilities:

- Assist the 4-H Youth Development Agent with managing the financial accountability of local 4-H organizations and clubs.
- Ensure accuracy and use of the local 4-H data and evaluation systems.
- Promote and market 4-H youth development activities.
- Steward the local Registration Volunteer Process.
- Attend bi-monthly 4-H council meetings and approximately four 4-H Program Development Committee (PDC) meetings per year.
- Share responsibility with the 4-H Youth Development Agent, 4-H Program Assistant, and 4-H PDC with conducting the annual club visits, conducting officer training, etc.
- Answer phone calls and walk-in customers with questions about 4-H events and activities as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

Qualifications:

- High school diploma or GED required. Bachelor's degree or higher-level coursework in communications, youth development, agriculture, family studies, education or a related field preferred.
- Professional, well organized and strong attention to detail. Special interest in working with adults and youth and be a positive role model.
- Experience in working with individuals, groups and co-workers to accomplish goals.
- Experience with working with volunteers.
- Professional, well organized and strong attention to detail.
- Ability to represent the Central Kansas Extension District in a professional manner.
- Committed to excellence and eager to constantly learn and grow.
- Highly motivated, and results oriented, able to complete tasks efficiently in a fast-paced environment.
- Flexible and able to work cooperatively under pressure.
- Extension experience is a plus, but not required.
- Excellent verbal and written communication skills.
- Team player with a positive can-do attitude, ability to work independently to produce high quality work products, and manage multiple clients and projects.
- Ability to organize and manage multiple tasks.
- Basic computer and word processing knowledge.
- Knowledge & experience of Microsoft Office 365 or higher, virtual meetings, and social media platforms.
- Willingness to serve as a positive role model for youth.
- Understanding of Youth Development, Ages and Stages and previous experience in working with youth.

Required:

- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.
- Current vehicle insurance coverage as required by the State of Kansas.
- Ability to represent the local K-State Research and Extension office in a professional manner.
- In connection with your application for employment, the Central Kansas Extension District will procure a Background Screen and a Motor Vehicle Report on you as part of the process of considering your candidacy as an employee.

Pay/Work Schedule/Benefits:

- Pay based on experience and education. 40 hours per week.
- This position may require some evenings and weekends and/or travel. Transportation to events will be provided by the county or reimbursed according to the state travel policy.
- This is an hourly paid position with level of compensation dependent on experience level and skill-set.
- Benefits include paid time off as well as KPERS retirement benefits. Health insurance is provided with this position.

Application Procedure:

The following application materials may be sent by email to: semaass@ksu.edu, or mail to (mark 'confidential'): Sarah Maass, 2218 Scanlan Ave., Salina, KS 67401. Receipt of your application will be confirmed by email.

1. Cover letter stating that you are applying for the Central Kansas District 4-H Program Assistant position. The letter should address experiences related to the above-mentioned responsibilities and qualifications.
2. Resume which includes the following: educational background, professional experience; professional organizations and activities; volunteer responsibilities; honors; and any other information important to communicate qualifications for this position. Also include the names, email addresses, and phone numbers for five professional references familiar with your work, including college professors if a recent graduate.
3. A copy of all college transcripts showing degrees completed. If a college degree has not been obtained, please submit a copy of your high school transcript. Photocopies of transcripts are acceptable during the application process. An original transcript will be requested upon hire.

To check the status of application materials and/ or for questions and for more information on the responsibilities of the position, contact Sarah Maass: 785-309-5850 or email: semaass@ksu.edu.

Screening of applicants will begin December 1 and this position will remain open until filled.

Responsible to:

Sarah E. Maass, Ph.D. District 4-H Agent
Cade Rensink, District Director

Probationary period for the first 6 months
Annual evaluations

Equal Employment Opportunity:

The Central Kansas Extension District is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.