PURDUE UNIVERSITY | Extension - Boone County

POSITION ANNOUNCEMENT

JOB TITLE: 4-H SUMMER ASSISTANT- 2027

LOCATION: Purdue Extension Office- Boone County
1300 East 100 South
Lebanon, IN 46052
https://www.extension.purdue.edu/boone

TERM OF EMPLOYMENT: Late May to early August 2027

WAGE RATE: $5,000.00 for the summer

POSITION SCHEDULE: Approximately 9 a.m. – 4 p.m.
(An average of 30 hours per week, with approx. 50-60 hours per week during July pre-fair and fair schedule)
The Summer Assistant will work 350 hours throughout the summer. Their weekly schedule will be flexible based on assigned tasks. Some nights and weekends will be required.

QUALIFICATIONS: The 4-H summer assistant will work directly with the 4-H Educator and Extension Office staff to plan, organize and carry-out county programs, mainly the Boone County 4-H Fair. This individual needs an ability and enthusiasm for working with all people, flexibility in adapting to changing situations quickly, and the skills to plan, coordinate and carry out activities independently while meeting provided deadlines. This individual should possess computer skills (ex: Microsoft Excel, Google Workspace, etc.), some design skills (Ex: Canva) with a bonus if they have an interest in photography. They should possess positive customer service skills, which will include phone calls and in-person interactions. Some 4-H background is preferred. They must not be a current 4-H member and should not have a bias within the Boone County 4-H program. This Individual must have access to reliable transportation. This applicant must pass our volunteer screening process.

Send Cover Letter, Resume, and 3 references to Stephanie Gay.
Applications open until January 31st or until position is filled.

CONTACT: Stephanie Gay
4-H Youth Development Educator
(765) 482-0750
stephanieg@purdue.edu

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PURDUE UNIVERSITY | Extension - Boone County

BOONE COUNTY 4-H SUMMER ASSISTANT
JOB DESCRIPTION

Each applicant will be required to submit an application form and an interview will be conducted.

I. Job Title:
4-H Summer Assistant 2027

II. Location:
Purdue Extension Office - Boone County
1300 East 100 South
Lebanon, IN 46052

III. Term of Employment:
Late May to early August 2027

IV. Purpose:
To assist the 4-H Extension Educator, Program Assistant and office staff in supervising and developing the 4-H Youth Development Program and Boone County 4-H Fair.

V. Qualifications:
The 4-H summer assistant will work directly with the 4-H Educator and Extension Office staff to plan, organize and carry-out county programs, mainly the Boone County 4-H Fair. This individual needs an ability and enthusiasm for working with all people, flexibility in adapting to changing situations quickly, and the skills to plan, coordinate and carry out activities independently while meeting provided deadlines. This individual should possess computer skills (ex: Microsoft Excel, Google Workspace, etc.), some design skills (Ex: Canva) with a bonus if they have an interest in photography. They should possess positive customer service skills, which will include phone calls and in-person interactions. Some 4-H background is preferred. They must not be a current 4-H member and should not have a bias within the Boone County 4-H program. This Individual must have access to reliable transportation. This applicant must pass our volunteer screening process.

VI. Job Description and Responsibilities:
1. Learn basic navigation and input on 4HOnline and FairEntry databases.

2. Handle 4-H clerical work as needed. Ex: inventory, copies, etc.

3. 4HOnline Assistance
    a. Proof animal data entered (lease forms, photos, tag numbers, etc.)
    b. Assist leaders with project member information

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   c. Maintain accurate records of QLC training completion.

4. 4-H Fair Project Judging Preparation
   a. Update all scorecards and make appropriate number of copies for judging
   b. Prepare supplies, packets, binders, etc. for project judging
   c. Assist with fair judging set up, facilitation, tear down, etc.

5. 4-H Indoor Project Building
   a. Assist with building set up
   b. Assist with project check-in, check-out and judging
   c. Arrange project building and keep tidy throughout fair week
   d. Assist with ribbon checking and project building organization

6. Member Recognition
   a. 10-year member sign preparation
   b. Assist with preparation of awards, scholarships, etc.
   c. Assist with award events such as achievement banquet, parade of champions and 10-year members/scholarship presentations

7. Multi-Media Promotions
   a. Create daily slideshows for fair week.
   b. Help with summer promotion of Extension activities via social media
   c. Take photos of various events and projects during the 4-H fair
   d. Prepare digital road sign with summer and fair events

8. Assist the Fair Board with various tasks as needed

9. 4-H Fair Fun Run
   a. Work with Educator and office staff to carry out this event during fair
   b. Create budget, registration and marketing materials
   c. Secure donors and event volunteers

10. Food Drive
   a. Develop marketing materials and record results of food drive
   b. During fair, take food to holding location to sort/weigh food
   c. Work with Educator and office staff to arrange local food pantries to come pick up food after the fair

11. Other responsibilities and tasks as needed.
   a. Potentially plan and teach educational activities and events throughout the summer

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