



**HENDRICKS COUNTY 4-H SUMMER ASSISTANTS  
JOB DESCRIPTION**



- I. **Job Title:** 4-H Summer Assistants (2 full time positions)
- II. **Location:** Purdue Extension Hendricks County Office – Danville, Indiana
- III. **Term of Employment:**
  - a. Full Time: Mid-May to Late-July, typically between 10 and 11 weeks depending on availability of employees and funds
- IV. **Typical Working Hours:** 8 a.m. – 4 p.m.; Monday-Friday (some nights/weekends)  
Full Time: 40 Hours a week (average)
- V. **Wage Rate:**

This job is a “salaried” job paid bi-weekly that is funded by the Hendricks County 4-H Youth Council. The Council provides a set amount of funds that we can work with to pay Summer Assistants. This summer, the full time Summer Assistant will be able to earn \$1,200 every two weeks (\$6,000 max).
- VI. **Purpose:**

To assist the 4-H Extension Educator and Extension personnel in supervising and developing the 4-H Youth Program in Hendricks County.
- VII. **Qualifications:**

Computer skills required. Some 4-H background preferred. Person needs an ability and enthusiasm for working with people, flexibility in adapting to changing situations quickly and the ability to plan, coordinate and carry out activities. Must not be a current 4-H member. Must be able to work as a team and individually to achieve goals. Must be a self-starter. Strong organization and communication skills preferred.
- VIII. **Job Description and Responsibilities will be divided among full/part time Summer Assistants:**
  - A. **Handle 4-H clerical work as needed.**
    1. Coordinate with 4-H Educator, Office Manager, Program Assistant, and 4-H Administrative Assistant.
    2. Assist with data collection and entry for livestock ID to submit to Indiana State Fair and BOAH using 4-HOnline.
  - B. **Learn basic navigation and input on 4-HOnline and FairEntry databases.**
    1. Run reports as needed.
    2. Help families navigate systems as needed/able.

**C. Judging Preparation**

1. Make sufficient copies of all scorecards needed for judging.
2. Prepare judging boxes for all buildings and events prior to Fair (including ribbons, stickers, scorecards, etc.). Ask for guidance on what needs to be included.
3. Prepare all paperwork needed for judging.

**D. Mini 4-H Activities**

1. Oversee Jr. Leaders who assist with Mini 4-H Meetings.
2. Plan and implement Mini 4-H activities during Mini 4-H Meetings.
3. Assist in finalizing plans for Mini 4-H Day Camp.

**E. Jr. Leaders**

1. Oversee Jr. Leader sign-ups for Fair Activities and Café Shifts.
2. Plan and attend Jr. Leader Completion Trip.
3. Create check-in/check-out binders to use for Pre-Fair and Fair week.
4. Prepare for and attend Jr. Leaders meetings to assist with activities.

**F. 4-H Trips**

1. Assist with collection and filing of paperwork for 4-H Trips as needed.

**G. 4-H Fair Activities**

1. Speech & Demonstration Contest
  - a. Prepare scorecards and ribbons.
  - b. Provide copies of State Fair information to participants.
  - c. Manage check-in process of 4-H members.
  - d. Assist Judges during contest, as needed.
2. Project Check-in and Judging
  - a. Assist with checking in projects where needed.
  - b. Assist 4-H members checking in projects.
  - c. Oversee Jr. Leaders during Judging/Check-in.
3. 4-H Café
  - a. Oversee Jr. Leaders involved with the 4-H Café.
  - b. Work with Officers of the Day to make sure shifts are fully covered.
  - c. Assist when needed at the 4-H Café.
  - d. Develop a basic understanding of how Café registers work to assist if necessary.
4. Mini 4-H Day at the Fair
  - a. Manage Jr. Leaders who will be providing support for Mini 4-H Day at the Fair.
  - b. Organize participants before and during event.
  - c. Assist with planning the Day at the Fair event for Mini 4-H Members.
5. Multi-media Promotions
  - a. Help with summer promotion of Extension activities via social media.

**H. Other 4-H related duties as assigned.**