



PURDUE UNIVERSITY COOPERATIVE EXTENSION SERVICE
White County

JOB ANNOUNCEMENT

Purdue Cooperative Extension Service - White County
4-H Summer Assistant

The White County 4-H Summer Assistant works with and reports directly to the White County 4-H Youth Extension Educator and assists in the organization and delivery of the White County 4-H Program.

Qualifications

Preference will be given to applicants who have completed at least one year of college prior to employment and who have been associated with 4-H.

Desirable skills include: Communication ability; organization; public relations; problem solving; diplomacy; program planning; computer; typing and other general office skills.

Job Responsibilities

This White County position will average 35 hours per week over the course of employment, with a pay rate of \$15/hour. Mileage to and from Extension-related activities will be paid at the current rate. Extension Office hours are 8:00 a.m. until 4:00 p.m., Monday through Friday.

In addition, the individual must be available for a flexible work schedule that includes some evenings and weekends. Some travel within the county, area, and state will be necessary. Reliable and suitable transportation is required along with a valid driver's license.

Some specific job responsibilities may include: assist with summer mailings; develop and present project workshops for township and county clubs; prepare for and attend Ag Association and Adult 4-H Club Leader meetings; attend/help throughout 4-H Pre-fair and Fair week in 4-H Building, with Livestock Shows and special events; manage the 4-H Fair Office; organize and transport 4-H projects to State Fair; assist with 4-H Record Book organization and grading; and other duties as needed.

Starting Dates

The preferred starting date is Monday, May 18, 2026; however, some adjustment is possible. Length of employment is approximately 12 weeks, with the possibility for some additional work during fall and winter periods (school vacation periods).

The deadline for Application is December 8th, 2025 or until a suitable candidate is found. Application consists of a cover letter and resume detailing experiences and skills related to this position. In addition, please include names of references. Interviews will be granted to those who submit the top applications.

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