

**PURDUE COOPERATIVE EXTENSION SERVICE  
HAMILTON COUNTY**

**POSITION ANNOUNCEMENT**

**JOB TITLE:** 4-H SUMMER ASSISTANT

**LOCATION:** Purdue Extension Hamilton County Office  
2003 Pleasant Street  
Noblesville, Indiana 46060

**TERM OF EMPLOYMENT:** Mid-May to Late July 2023

**WAGE RATE:** \$4500.00

**OFFICE HOURS:** 8:00 a.m. – 4:30 p.m.  
(40 hours a week average)  
Ask for Job Description

**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. Includes some overnight chaperoning and camping as well as some 4-H Fair activities. Applicant must pass volunteer screening process. Must not be a current 4-H member. Must have access to reliable transportation.

**DEADLINE TO APPLY:** January 25, 2023

**CONTACT:** Purdue Extension Hamilton County Office  
(317) 776-0854

**Purdue University is an equal opportunity/equal access/affirmative action institution.**

## **HAMILTON COUNTY 4-H SUMMER ASSISTANT JOB DESCRIPTION**

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

- I. Job Title:  
4-H Summer Assistant
  
- II. Location:  
Purdue Extension Hamilton County Office  
2003 Pleasant Street  
Noblesville, Indiana 46060-3697
  
- III. Term of Employment:  
Mid-May to Late July
  
- IV. Purpose:  
To assist the 4-H Extension Educator and Ag/Youth Program Assistant in supervising and developing the 4-H Youth Program in Hamilton County.
  
- V. 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.
  
- VI. Job Description and Responsibilities:
  - A. Handle 4-H clerical work as needed. Coordinate with Office Manager.
  
  - B. Learn basic navigation and input on 4honline and FairEntry databases.
  
  - C. Queen Pageant Committee Responsibilities:
    1. Serve as contact from Extension Office with Committee
    2. Attend meetings and workshops
    3. Handle clerical work related to the Committee
    4. Make necessary contacts (sponsors, etc.)
    5. Check with co-chairmen often
  
  - D. Judging Scorecards
    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.
  
  - E. 4-H Camp, Exploring 4-H Day Camp and Round-Up, Junior Leader events:  
Help plan (day camp) and attend events as chaperone (if needed).
  
  - F. 4-H SPARK Club
    1. Organize, promote, and implement one SPARK Club (6 hours of content)
  
  - G. First Year Family Event
    1. Plan and make contacts for First Year Family Event
    2. Handle all details as needed
  
  - H. 4-H Fair Activities
    1. Talent Show
      - a. Secure 2 judges
      - b. Prepare scorecards
      - c. Provide copies of State Fair information to participants
      - d. Meet with committee to assist as needed prior to Fair

- e. Assist committee with "Show"
  
- 2. Building Hosts
  - a. Prepare host schedule, requesting hosts where needed
  - b. Provide instructions to hosts
  - c. Check buildings periodically for hosts
  - d. Close buildings at end of fair day
  
- 3. 4-H Painting Party
  - a. Set date with Extension Educator
  - b. Publicize contest
  - c. Be sure we have picture boards
  
- 5. Pet Parade
  - a. assist committee in securing judges
  - b. advertise event
  - c. prepare ribbons and needed supplies
  - d. assist with Pet Parade event
  
- 6. 4-H Foundation
  - a. assist committee in organizing speakers for events
  - b. have containers ready for events
  
- 7. Multi-media Promotions
  - a. Help with summer promotion of Extension activities via social media.
  - b. Assist with creating videos for the Web site to showcase Extension's impact on the local community.
  
- I. Other responsibilities as help is needed.

**PURDUE EXTENSION HAMILTON COUNTY  
4-H SUMMER ASSISTANT  
JOB APPLICATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS WORK EXPERIENCE:**

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Type of Work \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Type of Work \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Type of Work \_\_\_\_\_

**REFERENCES (list three):**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Please include a brief paragraph outlining your educational background, 4-H and clerical experience and explaining why you are interested and qualified for this position. May attach resume' if desired.

We will be conducting interviews for the position soon after the deadline. You will be contacted to set up an appointment.

Return application to: Purdue Extension Hamilton County Office, 2003 Pleasant Street, Noblesville, IN 46060-3697 by **January 25, 2023.**