



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



- I. **Job Title:** 4-H Summer Assistants (1 full time and 1 part time available)
- II. **Location:** Purdue Extension Hendricks County Office – Danville, Indiana
- III. **Term of Employment:** Mid-May to Late July/Early August – typically between 10 and 11 weeks depending on availability of employees and funds.
NOTE: Depending on funds and availability, there is also a possibility of being invited back during winter break to work a few days if needed and available as well.
- IV. **Typical Working Hours:** 8 a.m. – 4 p.m.; Monday-Friday (some nights/weekends)
Full Time: 40 Hours a week (average)
Part Time: 20-30 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 that we are able to work with to pay Summer Assistants. This summer, the full time SA will be able to earn \$1,200 every two weeks (\$6,600 max). The part time SA will be able to earn \$580 every two weeks (\$3,190 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.**
 - a. Coordinate with Educator, Office Manager, Program Assistant, and 4-H Administrative Assistant.
 - b. Assist with data collection and entry for livestock ID to submit to Indiana State fair and BOAH using 4HOnline.
 - c. Create Zoom meetings as needed to share with 4-H Leaders.
 - B. **Learn basic navigation and input on 4Honline and FairEntry databases.**
 - a. Run reports as needed.
 - b. Help families navigate systems as needed/able.
 - C. **Judging Preparation**
 1. Make sufficient copies of all scorecards needed for judging

PURDUE EXTENSION – HENDRICKS COUNTY

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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**
- a. Oversee Jr. Leaders who assist with Mini 4-H Meetings
 - b. Plan and implement Mini 4-H Activities during Mini 4-H Meetings
 - c. Assist in finalizing plans for Mini 4-H Day Camp
- E. Jr. Leaders**
- a. Oversee Jr. Leader sign up for Fair Activities and Café Shifts
 - b. Plan Jr. Leader Completion Trip
 - c. Create list of Jr. Leaders to provide leaders for check-in, shows, and Fair Activities
 - d. Attend Jr. Leaders meetings to assist with activities
- F. 4-H Trips**
- a. Assist with collection of paperwork for 4-H Trips as needed.
- G. 4-H Fair Activities**
- 1. Speech & Demonstration Contest**
 - a. Prepare scorecards
 - b. Provide copies of State Fair information to participants
 - c. Manage check-in process of 4-H members
 - d. Assist with Judging
 - 2. Project Check In and Judging**
 - a. Assist Leaders with checking in projects where needed
 - b. Answer questions and assist 4-H members checking in projects
 - c. Oversee Jr. Leaders who are assisting with Judging/Check In
 - d. Assist with virtual aspect of judging
 - 3. 4-H Café**
 - a. Oversee Jr. Leaders involved with 4-H Café
 - b. Work with Officers of the Day to make sure shifts are covered
 - c. Assist when needed at the 4-H Café
 - d. Develop a basic understanding of how Café registers work in order to assist if necessary
 - 5. 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 for Opening Day Parade
 - c. Assist with planning events for Mini 4-H member to participate in
 - 6. 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.
 - c. Help 4-H Youth Council's Marketing Committee with Promotions during Fair and Summer.
- H. Other responsibilities as needed.**