

POSITION DESCRIPTION

JEFFERSON COUNTY, INDIANA

POSITION: Extension Program Assistant
DEPARTMENT: Purdue Extension-Jefferson County Office
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
Some evenings and weekends necessary

DATE WRITTEN: February, 2024

STATUS: Full-time

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as an Extension Program Assistant for the County Extension Office, responsible for supporting the Extension Educators in developing, implementing and maintaining the 4-H Youth Development, Agriculture and Natural Resources and Health and Human Sciences Programs.

DUTIES:

Assists Extension Educators in preparing for programs throughout the year. This will include distribution of marketing materials, preparation of books and educational resources, assisting the public in registration processes and other duties as assigned.

Assists with public relation activities for Extension Service and 4-H and Youth Programs, including attending and assisting at multiple events and activities and developing educational and promotional materials.

Assists Youth Educator in facilitating 4-H in multiple programs, such as classroom school programs, 4-H project workshops and community group programs. Assists with coordinating and communicating with principals, teachers, and community, compiling educational materials, and program delivery and evaluation.

Assists with multiple areas of the county fair, correspondence in securing event awards and trophies, figuring premiums and checking records, assisting with judges, display, and building set-up, recording placings, and specific fair events as directed by Youth Educator.

Perform related duties as assigned.

I. JOB REQUIREMENTS:

High School Diploma or GED.

Working knowledge of and ability to make practical application of department policies and procedures, and applicable Purdue University guidelines. Ability to comply with all

employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Working knowledge of youth development and 4-H system, and ability to assist in research, preparation and presentation of educational materials using various methods, such as classroom teaching, demonstration, clinics, workshops, and individualized instruction.

Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, Purdue University personnel, camp counselors, schools, youth, livestock producer organizations and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to operate online registration programs used by Purdue University and 4-H program including but not limited to 4-H Online and Fair Entry. Working knowledge of the full Microsoft Office Suite and ability to adapt to new and emerging office software systems.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers. Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions. Ability to delegate work assignments to subordinates.

Ability to occasionally work extended and/or evening hours and weekend hours, and occasionally travel out of town for events.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent's assignments and objectives are set jointly between supervisor and incumbent, allowing slight job flexibility. Incumbent's work priorities and schedules are primarily determined by supervisor, flexible, customary routine, and seasonal deadlines. Errors are primarily detected through supervisory review, and work errors could result in loss of money to department and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent communicates frequently with co-workers, other County departments, other Extension offices, schools, 4-H'ers and leaders, livestock producer organizations, independent organizations, youth agencies and the public, for purpose of exchanging and explaining information, presenting programs, delegating to subordinate employees, and assisting with activities.

Incumbent reports directly to Extension Educator – 4-H and Youth Development and County Extension Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs a majority of duties in a standard office environment, sometimes outdoors, which may involve sitting and walking at will, sitting for long periods, pushing/pulling/lifting/carrying objects weighing 25 pounds, occasionally more, keyboarding,

speaking clearly, bending at waist, driving, depth and color perception, hearing communication, close and far vision, and handling/grasping objects. Incumbent regularly uses vehicle to attend meetings and department-sponsored events. Incumbent occasionally works extended and/or evening hours, occasionally works weekends hours, and occasionally travels out of town for training.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Extension Program Assistant for Jefferson County Extension Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date