

# Purdue Extension-Spencer County 4-H Summer Assistant Opening

**Position: 4-H Summer Assistant** (May-August, start/end dates flexible)

Excellent opportunity for a highly motivated, reliable, dedicated individual with an interest in youth development and 4-H programming.

## **Job Responsibilities may include the Following:**

Coordinate and assist with 4-H activities and events, such as 4-H Camp, summer outreach programs, day camps, project workshops and trips.

Coordinate and assist with 4-H and Extension-related activities and events at the Spencer County 4-H Fair, such as set up/clean up days, project check-in and livestock shows.

Provide clerical assistance to Extension Office staff, such as preparing mailings, typing and compiling newspaper/newsletter content, developing flyers and marketing material.

## **Requirements:**

- 18 years of age; Minimum 1 year removed from 4-H membership; College and 4-H experience preferred
- Must hold a valid drivers license and provide own transportation
- Effective interpersonal communication skills
- Willingness to take direction from Extension staff and ability to work well with others, both within the office team and with volunteers
- Ability to handle multiple tasks under pressure, often with minimal supervision
- Proficient computer experience, including Microsoft Office applications and Adobe Acrobat
- Ability to work evening and weekend hours as needed

Interested individuals may send cover letter and resume to [nheld@purdue.edu](mailto:nheld@purdue.edu) by March 25, 2022.



Extension - Spencer County

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