

## **VANDEBURGH COUNTY SUMMER ASSISTANT JOB DESCRIPTION**

### **Requirements**

1. Must provide own transportation.
2. Must be willing to work outside business hours as needed.
3. Must have proficient computer skills.

### **Job Description**

As 4-H Summer Assistant, the individual will be expected to assist the 4-H Youth Extension Educator and Extension Program Assistant. The County Extension Director is the direct supervisor of all staff in the Extension Office. Day-to-day responsibilities will be directed by the 4-H Youth Extension Educator and Extension Assistant. The person who is hired will also be expected to cooperate with other office staff but will not be expected to interpret policies set by the 4-H Council, as that duty falls to the 4-H Youth Extension Educator.

### **The following tasks will be expected of the 4-H Summer Assistant:**

1. Develop and deliver quality programs to youth in summer outreach and day camp programs
2. With the help of two other Summer Assistants, assist with correspondence and organization of 4-H activities and events including but not limited to Tractor Contest, Speech & Demonstration Contest, Fashion Revue, 4-H camp, Mini 4-H Day Camp, BBQ contest, county garden contest, workshops, and trips.
3. Coordinate and assist with fun fair activities at Vanderburgh County Fair as well as other 4-H and Extension related events at the fair.
4. Provide some clerical assistance in the form of creating the monthly Link newsletter and compiling 10 year member biographies.
5. Other duties may be assigned as deemed necessary by the 4-H Youth Extension Educator and Extension Program Assistant.

### **Work Hours:**

- 39 hours per week
- Tentatively May 23 – August 5 (start date can be flexible)
- Typically 8:00 am – 4:30 pm Monday – Thursday and 8:00 am – 3:30 pm on Friday
- Some evening and weekend events will occur and daily schedules will be adjusted as needed

**Applicants are required to take and pass a drug test prior to the start of employment.**