

Extension Assistant

Harlan & Furnas Counties, Nebraska

Job Description

The Extension Assistant position [hired at County level] is responsible for recruiting, training, planning and conducting events and activities in support of the goals of the 4-H Youth Development program. The purpose of this program is to improve the economic, social and cultural aspects of community and family life. This includes the development of leadership, the interpretation and dissemination of latest research findings in healthy living, family consumer science and 4-H youth development. Support other Extension programming as overseen by the County Extension Board. Excellent communication and interpersonal skills are necessary.

The Extension Educator Assistant represents Harlan and Furnas County Extension and the University of Nebraska.

Plan and implement effective teaching and educational programming for the 4-H youth development program, school enrichment and out of school program experiences under the guidance of the 4-H Youth Development Educator in Harlan County. Communicate and interact positively with youth, volunteer leaders, parents and community partners. The Harlan & Furnas County Extension Assistant should work closely with Extension Educators and support staff in the county area. A bachelor degree is preferred with course emphasis in healthy living, family consumer science and/or youth development or other relevant subject matters and experiences in program planning; or an equivalent combination of training and experience.

Duties and Responsibilities:

Program Development

- Identify problems, opportunities and needs of youth and adults in the county or city.
- Plan educational programs based on identified problems, opportunities and needs of youth.
- Organization and conduct educational programs for the development of youth and adults.

Program Delivery

- Teach adults and youth new practices, procedures, techniques and skills.
- Interpret and disseminate latest research findings in the fields of family and consumer sciences and youth development.
- Counsel with and provide information to organizations, groups and agencies in keeping with their needs and the Extension expertise.
- Schedule subject matter specialist for consultation and presentation in county or city, when appropriate.

Program Evaluation

- Evaluate program to determine if intended goals have been reached.
- Develop ideas for improvement of future events by analyzing program results with co-workers and leaders.

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Teamwork

- Work as a team member or team leader with other UNL faculty whenever teamwork will increase the capacity of Extension to better serve its audiences.
- Provide evidence of team's accomplishments for evaluation.

Community Development, Partnerships and Collaborations

- Recruit, develop and maintain and recognize leaders.
- Create and/or work with partnerships and collaborations with audience organizations, state and local agencies and other important groups whenever such working arrangements will increase the capacity of UNL Extension to better serve its audiences

Communications

- Provide adequate and appropriate communication with audiences, colleagues and administrators regarding program accomplishments.
- Maintain a working knowledge of all elements of the State Extension program and keep other Extension faculty and leaders working with the Extension program informed so they may work from a broader knowledge base.

Resource Development

- Help develop funding proposals as appropriate to supplement local programming needs.

Professional and Personal Development

- Develop professionally through participation in in-service education, professional conferences, and other personal and professional development opportunities.

Organizational Support

- Participate in the development of a 4-H Goals and Impact Statements.
- Prepare and submit reports as required such as the activity insight and career planning guide.
- Other duties as may be assigned.

Qualifications:

- Bachelor's degree preferred in healthy living, family and consumer sciences or youth development.
- Must have demonstrated achievement in program development and must have shown originality and creative ability in designing new programs.
- Demonstrated leadership and management skills with evidence of being able to effectively communicate with people.

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- Personal transportation and valid driver's license required. Must be willing to travel throughout the [county/region] and Nebraska.
- Flexible working hours required; must be available for evening and/or weekend programs and meetings as necessary.
- List any specific licenses/certifications/background checks required or timeline to obtain.

Educational Programming and Management Activities

- 4-H Youth Development-School Enrichment and Afterschool Programs
- Family and Consumer Science Workshops
- Food and Nutrition Workshops
- Water Jamboree (Educational event teaching 5th and 6th graders about water at Harlan County Reservoir)
- Cooking 101 (Three 2 hour cooking classes with youth)
- Quilting and Sewing Workshops (Youth learn how to quilt or sew or improve on their skills)
- This 'N That Day- (Youth make several art/craft projects that they can exhibit at fair).
- Talent Contest (Youth are judged on their talents such as singing, dancing, instrumental etc.)
- Favorite Foods Revue (Youth are judged on a themed table setting and showcase food and nutrition knowledge)
- 4-H Camp (Three day camp for 8 to 12 year olds with many outdoor activities at the Ag Center and Harlan County Reservoir)
- Speech and Presentation Contests (Youth are judged on a speech or presentation about a 4-H project area)
- 4-H Club Meeting Lessons
- 4-H Leader Trainings
- 4-H Achievement Night Banquets
- 4-H Carnival
- 4-H Dance
- 4-H Dog Show
- 4-H Clothing and Fashion Revue (Youth are judged on their 4-H sewing projects and are able to model their clothing)
- Harlan and Furnas County Fairs
- Social Media and News Releases
- Home Extension Club
- 4-H Council Meetings
- Extension Board Meetings
- Fair Board Meetings

These programs and events take place throughout the year. Some events are implemented with volunteers, committees and Educators. Additional duties may be assigned.