

## **NEBRASKA EXTENSION – Hamilton County 4-H Extension Assistant**

### **SUMMARY OF RESPONSIBILITIES:**

Nebraska Extension in Hamilton County seeks a dedicated full-time 4-H Assistant to elevate and expand the 4-H program. This role involves coordinating youth, volunteers, Extension staff, and UNL faculty to provide research-based educational programming, with a primary focus on the 4-H program encompassing traditional clubs, school enrichment, afterschool, fair, and special interest programs. Ideal candidates will demonstrate comprehensive knowledge of the county, state, and national 4-H programs or a willingness to learn.

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### **JOB RESPONSIBILITIES:**

#### **4-H Program:**

- Work with other Extension staff in the planning and implementation of the Hamilton County 4-H Youth Development program.
- Assist with the County Fair and Nebraska State Fair; taking responsibility for assigned roles, (potential examples: fair book revisions, hiring judges, project questions, etc.).
- Work with other Extension staff to determine 4-H volunteer leader needs and provide training and workshops alongside the 4-H Educator.
- Assist with developing, planning, and implementing special events (Ex. summer workshops, summer reading, 4-H Contests, 4-H Month events, etc.).
- Assist with maintaining 4-H Club files.

#### **School/Community Engagement:**

- Teach, promote, and coordinate the 4-H school enrichment, afterschool, and community programs.
- Teach a selection of appropriate project workshops.
- Support new projects as appropriate for school enrichment, after-school, and community programs to align with local, state, and national education standards and guidance policies.
- Assist with developing, planning, and implementing special school/community engagement events as assigned.

#### **General:**

- Support current and future partnerships to assist with program direction (4-H Council, Ag Society, Extension Board, etc.)
- Leverage financial resources to support 4-H programs (grants, donations, etc.)
- Coordinate promotion of local 4-H marketing efforts alongside office staff.
- Attend regular local and statewide conferences/meetings.
- Participate in professional development opportunities relevant to job.
- Responsible for supporting needs assessments, planning, conducting, evaluating, and reporting impacts of educational programs.
- Support local and regional educators as needed.

**Relationships:**

- Must always maintain confidentiality.
- Contribute to team efforts by accomplishing related tasks on local and state levels.
- Build and maintain positive relationships with office personnel, clientele, the community, and university.

**Office Culture/Protocol**

- Maintain professional appearance and conduct.
- Coordinate schedule with staff and educators to cover the office during courthouse hours.
- Request vacation leave in advance sufficient for Extension staff to maintain satisfactory operation of the office.
- Knowledge of Microsoft Office Suite, financial management, and other computer applications.
- Ability to work without supervision.
- Ability to collaborate with office staff, have strong organizational skills, and manage multiple calendars.
- Greet and assist clientele with questions.
- Other duties assigned to accomplish high-quality Extension education.

**Qualifications for Position:**

- Proven ability and experience in successfully teaching and interacting with diverse youth audiences.
- Strong verbal and written communication skills are essential.
- Valid Nebraska driver's license.
- Must pass a criminal background check and the 4-H volunteer screening.
- Must be able to physically transport educational materials and set up educational spaces.
- Must be able to work evening and weekend hours as needed. Most demanding time of the year in the Hamilton County Extension Office is June and July. If working approved night or weekend hours, the hours will need to be flexed that week to stay within 40 hours.

**Location:** Based in Hamilton County Extension Office at 1111 13<sup>th</sup> St., Ste 6, Aurora, NE 68818.

**Hours:** Regular office hours are Monday – Friday 8:00 a.m. -5:00 p.m. Full-time employment is based on a 40-hour work week. Some evening/weekend hours are required.

**Questions/Application:** Contact Emily Soll, 4-H Extension Educator, at [esoll2@unl.edu](mailto:esoll2@unl.edu) or 402-694-6174. More details and an application can be found at [www.hamilton.unl.edu](http://www.hamilton.unl.edu). Applications may also be picked up at the Hamilton County Extension Office between 8:00 a.m. and 5:00 p.m., 1111 13<sup>th</sup> St., Ste 6, Aurora, NE 68818. In addition, please submit three references and a resume. Applications may be turned in at the Hamilton County Extension Office or emailed to [esoll2@unl.edu](mailto:esoll2@unl.edu).

The position will remain open until a suitable candidate is found. This position is subject to Veteran's Preference. Hamilton County is an equal opportunity employer.