

## Cass County Extension Position Description



<b>Division/Department</b>	Nebraska Extension in Cass County
<b>Location</b>	8400 144 <sup>th</sup> St. Suite 100, Weeping Water, NE 68463
<b>Job Title</b>	4-H Support Staff
<b>Reports to</b>	Extension Educator, Unit Leader
<b>Type of position</b>	Full-time 40 hours/week – Cass County Benefits Package
<b>Application closing date</b>	Monday, November 4, 2019

### Primary responsibilities:

The 4-H Support Staff member's duties include:

- Manage the 4-H databases, including fair entries, meeting all county and state deadlines
- Provide administrative and program support to the 4-H Educator and 4-H Assistant to include but not limited to: manage registration for workshops, assist in planning events, prepare school enrichment programs, oversee 4-H program enrollments
- Maintain 4-H publications and files including the weekly newsletter, email communication, and update the website and Facebook page
- Provide leadership for 4-H club support by communication with club leaders via phone, email, and in-person to ensure clubs adhere to 4-H rules and requirements
- Share receptionist responsibilities with office manager such as assisting clientele with questions
- Prepare fair supplies including but not limited to: show programs, fair books, letters to judges for fair, and show tags
- Maintain enrollment and project records using 4-HOnline for 4-H members and volunteers
- Keep accurate records of required statistical data
- Support other extension staff as needed and perform other duties as assigned

### Required skills, knowledge and abilities:

- Proficient in Microsoft Office programs such as: Word, Excel, PowerPoint, Outlook, and social media platforms
- Positive customer service attitude and great people skills
- Superior organizational and time management skills
- Excellent written and verbal communication skills, as communication via face-to-face, telephone, and email with youth and adults is an essential job function
- Dissemination of a variety of educational materials
- Additional evening and weekend hours are required during special events, deadline dates, and the Cass County Fair
- Background check required

**Preferred experience:**

- Bachelor's degree in education, communication, youth development, business administration, or other
- Associate's degree in similar areas is acceptable
- Database experience preferred, but not required

**Office overview:**

The Cass County Extension Staff is an energetic, innovative team that actively participates in open communication and collaboration. The staff work in a variety of areas including: youth development, leadership development, volunteer management, agricultural production, community development, and the food system. Currently our staff consists of one Office Manager, one 4-H Extension Assistant, and two Extension Educators – one focusing on 4-H youth development and one on Community Environment. Methods of providing education range from, but are not limited to, classroom presentations, festivals, and workshops. The support staff member is expected to support other staff members with the above educational opportunities as needed.

The Cass County Extension office has numerous passionate, driven volunteers and community members that we work closely with as well as other University of Nebraska administrators, faculty, and staff from other counties. The 4-H Support Staff position assists the educators and assistants with developing, producing, and obtaining materials needed for providing outstanding educational opportunities for our customers.

Above all else this position demands a positive customer service attitude, focus on details, and commitment to continuing education. The 4-H Support Staff member will serve as a Cass County Extension employee under the direction of University of Nebraska Extension.

**To apply:**

Submit cover letter and resume to the Cass County Extension Office by November 4<sup>th</sup>.

References will be requested after further review.

Applications can be mailed to Cass County Extension 8400 144<sup>th</sup> St. Suite 100 Weeping Water, NE 68463 or emailed to [lstohlmann2@unl.edu](mailto:lstohlmann2@unl.edu).