

4-H EXTENSION ASSISTANT – Dawson County, NE

4-H is America's largest youth development organization—welcoming young people of all beliefs and backgrounds and giving kids a voice to express who they are and how they improve their lives and communities. 4-H provides experiences where young people learn by doing.

As the 4-H Extension Assistant, you will:

- Transform lives by delivering, teaching, and managing effective educational programming in 4-H by providing positive youth development to include current and emerging youth issues in assigned areas.
- Engage youth through diverse learning strategies at appropriate places and times.
- Travel within the service area.

The position is located in Lexington, NE, and serves Dawson County. A valid driver's license and the ability to meet University driving criteria are required.

We are looking for talented individuals like you to join our team. With your skills and passion, you can make a significant difference in the lives of young people and the community. This is your opportunity to be a part of something meaningful!

The University of Nebraska-Lincoln seeks to attract and retain a high-performing and diverse workforce in which employees' differences are respected and valued to meet better the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so all individuals can participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, or political affiliation.

This position is 100% County funded.

Description of Work

EDUCATIONAL PROGRAMMING – 85%

Under the direction of the 4-H Educator:

- Teach and deliver extension education programming in 4-H/Youth Development in assigned regions.
- Teach new issues and new audiences.
- Identify emerging issues focusing on underserved audiences.
- Partner with local schools and other youth service organizations to teach youth in the community.
- Manage (promote, coordinate, support, and deliver) educational activities and events
- Partner & train with local volunteers to carry out programs.
- Engage in collaborative programming efforts
- Teach youth about career & college readiness.
- Foster strategic relationships and implement partnership deliverables.
- Recruit 4-H volunteers

EVALUATION AND RECORD KEEPING – 15%

Under the direction of the 4-H Educator:

- Measure the impact of 4-H teaching efforts and report results to decision-makers, clientele, and UNL administrators.
- Assist in evaluating, reporting, and reviewing educational programs, training materials, and other resources.

- Collect and manage 4-H data. Complete required records and reports.
- Measure the impact of program efforts in 4-H and youth and report results to decision-makers, clientele, and UNL administrators.
- Engage in recruitment strategies for UNL.

Minimum Required Qualifications

- Demonstrated ability to teach.
- Ability to keep accurate records and prepare reports.
- Excellent communication and organizational skills
- Excellent interpersonal, leadership, and teamwork skills
- Self-starter

Must have a valid driver's license and meet University driver eligibility requirements.

Preferred Qualifications

The following qualifications are preferred but not required:

- Bachelor's degree in youth development, education, agriculture, human sciences, or closely related fields.
- Experience working with youth through other organizations as an employee or volunteer.
- Previous 4-H teaching experience.
- Knowledge of spreadsheet and data management software.
- Social media skills.
- Livestock experience
- Ability to speak language(s) other than English. Spanish preferred.

Some evenings and weekends will be required on occasion.

Salary: \$40,000/yr

Please send all required documents to Sarah Fanning, sfanning3@unl.edu by September 20, 2024.

Required Documents

Required Documents

1. Resume
2. Cover Letter
3. Application
4. List of References