JOB DESCRIPTION

SUMMER EXTENSION AIDE, FILLMORE COUNTY

1. Have a valid driver’s license
2. Assist office staff so that 4-H and Extension programming remains strong
3. Assist office staff, i.e. mailings, telephone, email, etc.
4. Help maintain appropriate office facility appearance
5. Have excellent interpersonal skills and enjoy working with people.
6. Maintain a positive image for Extension, 4-H, and youth development
7. Participate in staff meetings
8. Understand and use computers and software for word processing and publishing
9. Help with financial management of some programming
10. Activities with limited degrees of responsibility such as, but not limited to:
    • County Fair
    • 4-H workshop programming assistance
    • 4-H contest assistance
    • Progressive Agriculture Safety Day assistance
11. Assist with other UNL Extension programming as time permits or as necessary.
12. Perform other tasks as necessary or appropriate.

Note: This position is a temporary position, with approximately 40 hours during the week, with more hours during peak time periods.

Time Period: Approximately 40 hours/week. Position will run through May - August

Qualifications: Strong people skills and enjoy working with youth. A 4-H or Extension background and strong organizational skills necessary. Oral and written communication skills essential. Computer experience Essential.

Relationship: This position is professionally and administratively responsible to the Fillmore County Extension Board & Unit Leader.
Compensation: Position is funded through Fillmore County with the office located in Geneva, NE.
- Based on 40 hours/week. Hours to be determined at time of acceptance.
- Fillmore County Fair week will require more than 40 hours
- Pay is $9.00 per hour
- No health insurance included
- Social security, state income tax, and federal income tax will be withheld.

Applications: Submit a current resume, two references, & a completed application to:

Fillmore County Extension
Attn: Brandy VanDeWalle
1340 G St.
Geneva, NE 68361