

**NEBRASKA EXTENSION – JOHNSON COUNTY
EXTENSION 4-H ASSISTANT – OFFICE MANAGER
POSITION DESCRIPTION**

DEPARTMENT: Nebraska Extension - Johnson County

Full time position performing administrative and clerical support to maintain efficient operation of the Johnson County Extension Office along with implementing effective educational programming in 4-H and Youth Development under the guidance of the 4-H Youth Educator. Most of the position will consist of office related work with a handful of direct teaching during the school day or afterschool each month.

SUPERVISION / REPORTING:

This position is supervised by the University of Nebraska Extension Lead Educator and reports to the Lead Educator and the Johnson County Extension Board.

REQUIRED QUALIFICATIONS:

Associate's degree in agriculture, business, education, home economics, or related field. Computer proficiency including word processing and spreadsheets required. Excellent interpersonal and communication skills, and leadership skills to organize people and programs essential.

PREFERRED QUALIFICATIONS:

Bachelor's degree in agriculture, business, education, home economics, or related field. Prefer experience with youth work through other organizations as an employee or volunteer; and knowledge of specialized computer software including data management programs.

OFFICE MANAGER SPECIFIC DUTIES (75%):

Financial Management

- Prepare monthly/annual financial reports and track expenditures.
- Prepare and submit claims to County Commissioners.

Extension Board

- Maintain an accurate record of Extension Board members, agendas, and minutes.
- Send correspondence to Extension Board members.

4-H Youth Development Program

- Maintain enrollment and project records using the statewide 4-H computer program for 4-H members and volunteers.
- Communicate dates, deadlines, and other necessary information to 4-H families.
- Ensure the 4-H Council and clubs meet the Nebraska state 4-H and IRS requirements.
- Maintain an accurate inventory, order, and distribute 4-H manuals and materials.

- Provide support/direction to the 4-H Council for annual fundraising efforts (e.g. fruit sales and food stand).
- Maintain an accurate record of 4-H Council members, agendas, and minutes.
- Send correspondence to 4-H Council members.
- Handle 4-H camp and program registration fees.
- Create 4-H member recognition for the annual Achievement Night recognition event.

County & State Fair

- Annually update the Johnson County Fair 4-H Exhibitor's Guide.
- Handle District/State Horse Show and State Fair entries.
- Collect and organize animal identification affidavits.
- Collect and organize County Fair entries.
- Enter data into the appropriate statewide 4-H fair management program.
- Manage the Friends of 4-H fundraising drive (mailings, awards order, and thank you's).
- Prepare superintendent's notebooks, show programs, and provide show help (e.g. clerking) and guidance/supervision to 4-H volunteers.

Other

- Properly assist telephone and walk-in customers.
- Maintain positive stakeholder relationships.
- Handle logistics of select programs (e.g. copies, registration, locations, etc.).
- Order and keep inventory of for sale items.
- Keep accurate record and receipt of all for sale items.
- Maintain equipment inventory.
- Keep the website up to date and accurate.
- Other duties as assigned.

4-H SPECIFIC DUTIES (25%):

Duties and Responsibilities

- Teach and deliver extension education programming in 4-H/Youth Development in Johnson County.
- Partner with local schools and other youth service organizations to deliver programs.
- Manage (promote, coordinate, support and deliver) educational activities and events.
- Provide volunteer training.

Programmatic and Administrative

- Keep up to date on current 4-H rules and regulations.
- Pursue grants and other resources to support and expand educational programming.
- Participate in appropriate staff meetings and professional development.
- Develop professional goals and participate in reporting responsibilities.

Recruiting and Marketing

- Recruit 4-H volunteers.
- Recruit new and retain existing youth through a variety of innovative and effective 4-H delivery methods (clubs, after school, school enrichment, camps, and special interest groups).

Evaluation and Recordkeeping

- Measure impact of 4-H teaching efforts and report results to decision-makers, clientele and UNL administrators.
- Assist in the evaluation, reporting, and review of educational programs, training materials and other resources.
- Collect and manager 4-H data. Complete required records and reports.

OTHER CONSIDERATIONS:

- Due to close work with children and use of county and state equipment and facilities, this position requires a clean driving record and an absence of alcohol, drug, child safety, and criminal history.
- Normal business hours are Monday – Friday, 8:00 am – 4:30 pm with a 30-minute lunch break.
- Some schedule flexibility is required during large Extension events such as the County Fair, this will be scheduled in advance.
- An orientation/training and probationary period of six months exists for new hires.
- Johnson County Benefits Package included.