

**Summer Assistant Job Announcement
University of Nebraska–Lincoln Cooperative Extension
In Lincoln, Logan and McPherson Counties**

Specific Duties:

1. Promote and coordinate Lincoln Logan and McPherson County 4-H youth program events.
 - a. Provide support to existing 4-H clubs
 - b. Provide supportive materials to youth participating in 4-H as independent members
 - c. Promote 4-H programs and activities using newsletters, media, and other available resources
 - d. Coordinate and help with Lincoln, Logan and McPherson Fair activities.
2. Promote member recruitment and retention for Lincoln, Logan and McPherson County 4-H programs
 - a. Recruit 4-H age youth to participate in the programs
 - b. Communicate with members to encourage member retention
 - c. Recruit adult and teen volunteers to work with youth as resource volunteers or in leadership roles
3. Coordinate and teach educational programs to build sciences, agricultural literacy, career development, citizenship/leadership and healthy living.
 - a. Plan and conduct educational programs to build each of the strategic outcomes in Lincoln, Logan and McPherson Counties.
4. Accountability
 - a. Work with local 4-H Councils in structuring 4-H programs to meet membership needs.
 - b. Report activities to the Extension Board on a timely and regular basis
 - c. Strive to meet standards set by UNL Extension programming
 - d. Receive guidance and leadership from unit leader and 4-H youth educator concerning job duties.
5. Must be able to carry up to 50 pounds.
6. Salary will be between \$10 and \$12 per hours depending on experience.

Objectives:

- Develop a variety of communication skills necessary for leadership in teaching, media presentations, recruitment and personal interactions with diverse audiences.
- Understand leadership role of Extension faculty in establishing and maintaining community/county/state linkages and networks.
- Plan, execute and evaluate an educational program that meets a need for youth and adults.
- Transportation in the three-county area will be required along with a valid driver's license.
- Able to be certified with UNL Transportation (Requires good drivers record)

When: Twelve week hourly temporary position. (May 15 – August 11) negotiable

Where: Located and supervised in the Lincoln-Logan-McPherson Extension office.

Why you should apply to be a summer assistant with University of Nebraska–Lincoln Extension in Lincoln Logan and McPherson Counties?

- Learn more about a career with University of Nebraska–Lincoln Extension.
- Gain experience in teaching in a non-formal setting to both youth and adult audiences.
- Add a valuable work experience to your resume.
- It's a great summer job!

SUMMER EXTENSION ASSISTANT JOB APPLICATION

Please Type or Print Clearly. Mail completed application by **April 5** to:

Randy Saner
Lincoln-Logan-McPherson Extension,
348 W State Farm Road
North Platte NE 69101

Name _____
Last First Middle

Telephone: Cell: _____ Other: _____

Present Address: _____
Box # or Street Address
City State Zip

Email Address: _____

Undergraduate/Graduate Major: _____

Classification: (Sophomore, Junior, Senior, Graduated) _____

Advisor's Name/Phone: _____

List employment starting with most recent:
Employer/Dates/Position:

Employer (1)

Employer (2)

Employer (3)

List previous Cooperative Extension related experiences (4-H club, 4-H camp, Media, county fair, etc):

List extracurricular leadership activities: (high school, college and community):

Describe your career plans:

Explain why you wish to participate in this internship program:

Attach an unofficial copy of your current transcript.

Please have two letters of recommendation submitted from at least two of the following categories: faculty members, previous employers or volunteer experience supervisors. Persons writing letters of recommendation should send them **by April 5** to Randy Saner, Unit Leader, 348 West State Farm Rd., North Platte NE 69101.

Date: _____ Signature: _____