



**Sandra Swanson,  
4-H Administrative Assistant**

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Serving Platte County

**My highlighted activities:**

- 4-H Administrative Support
- 4-H Enrollment Support
- 4-H Council Financial Support
- 4-H Database Management
- Customer Service
- Webpage/Social Media Development

**What is the purpose of my job?**

- Support 4-H families
- Maintain effective communication between 4-H families and office staff
- Provide and promote Extension resources to all clientele
- Be an advocate for Nebraska Extension

**Online Resources:**

Nebraska Extension in Platte County  
<https://extension.unl.edu/statewide/platte/>

Nebraska State 4-H  
<https://4h.unl.edu/>

Facebook  
[Nebraska Extension - Platte County | Columbus NE | Facebook](#)