

## JOB DESCRIPTION

### Thayer County 4-H Extension Aide – County Funded

Posted 1/22/21

**Position Title:** 4-H Extension Aide

**FTE:** Permanent Part-time (.75)

**Immediate Supervisor:** Kylie Kinley, Extension Educator – Unit Leader

Nebraska Extension is an organization that values excellence. As a member of the Extension team, you will deliver world class learning experiences to your community. Extension Assistants/Associates work optimistically and pro-actively in a flexible environment which values professionalism, engagement, exceptional teaching and learning, research relevance, and meaningful and impactful educational experiences.

As a member of the local Extension/4-H team:

70% Educational Programming:

- Deliver educational programs for Thayer county relevant to statewide 4-H program outcomes.
  - School Enrichment
  - After School
  - Camps
  - 4-H Clubs (Traditional 4-H)
  - Special Interest or short-term programs
- Engage in collaborative programming efforts.
  - Multi-county 4-H programming such as: Water/Earth Jamboree, Great Plains Livestock Judging Circuit, etc.
  - State-wide 4-H programming as part of Nebraska Extension Issue Team
- Identify emerging issues and underserved audiences. Deliver programs to address issues and reach new audiences. Engage in a minimum of one Nebraska Extension Issue Team.
- Assist with the management of 4-H educational activities and events including, but not limited to:
  - County fair preparation and events coinciding with the county fair.
  - Record book judging/awards
  - State fair preparation
- Maintain communication with 4-H leaders, parents, and school staff in Nuckolls-Thayer 2 county Extension Unit (Southern Plains Extension).
  - Assist in writing the Southern Plains 4-H Newsletter.
  - Assist in updating the Southern Plains Facebook page and Southern Plains Extension website.

15% Recruiting & Marketing:

- Recruit 4-H Volunteers and 4-H Members
- Engage in recruitment strategies for the University of Nebraska – Lincoln.

10% Evaluation & Record Keeping:

- 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 manage 4-H data. Complete required records and reports.

5% Other:

- Ensure youth safety through following established policies and procedures.
- Foster strategic relationships and implement partnerships with community organizations including other youth-serving organizations.
- Participate in staff meetings and professional development, as well as local, regional and statewide committees and activities.
- Occasional out-of-county travel and stay may be required.
- Other duties as assigned.

**Knowledge/Skills, Abilities and Qualifications needed for the job:**

- Minimum Qualifications:
  - Excellent interpersonal, communication and leadership skills essential.
  - Strong organizational and time management skills are essential.
  - Ability to teach, keep accurate records and develop curriculum as necessary.
  - Local travel is required. Must have a valid driver's license.
  - Desire and ability to work with youth and adults in a professional, pleasant manner.
  - Excellent computer skills, including but not limited to: internet navigation, word processing, data processing, and social media management.
  - Desire to continue working toward improving personal/professional competencies relative to youth development through in-services, workshops, seminars, conferences, etc.
  - Background check is required.
- Preferred Qualifications:

- Bachelor's or Associate degree preferred with an emphasis in education, family and consumer science, youth development, animal science, or closely related area.
- Knowledge of the 4-H program and youth development.
- Experience working with youth and diverse audience.
- Successful teaching experience in formal or informal settings.

**Time Period:**

Based on a 30-hour workweek with some evenings and weekends required. Flexibility of hours required.

**Compensation:**

Position is funded through Thayer County with the office located in Hebron, NE.

- .75 FTE is 30 hours/week.
- Starting pay at \$14.00 per hour.
- Health insurance and retirement plan included.
- No paid sick leave and vacation provided.
- Social security, state income tax, and federal income tax will be withheld.

**To Apply:**

Submit via email a cover letter, resume, application form (pdf available online on the Thayer County web site or in hard copy at the extension office), and three professional references to [kylie.kinley@unl.edu](mailto:kylie.kinley@unl.edu). Review of applications will begin February 5 and will continue until suitable applicant is found. Thayer County Extension is committed to EEO/AA and ADA/504. If you require accommodation, please call 402-768-7212. Thayer County is an equal opportunity and drug free employer. Veteran's preference does apply.

Thayer County Extension

Kylie Kinley, Unit Leader

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