POSITION TITLE

Temporary 4-H Youth Development Office Assistant

APPLICATION PROCESS AND DEADLINE

For full consideration, all materials must be RECEIVED no later than 11:59pm Mountain Time on December 22, 2020. Applications will be considered until position is filled. Please submit the following to Kyle R. Christensen at [kyle.christensen@colostate.edu](mailto:kyle.christensen@colostate.edu) to apply:

* Resume
* Cover letter
* Special documentation: Statement (no more than one page) addressing your ability to perform essential job duties listed in the description

For questions regarding the job vacancy or responsibilities, please contact Kyle R. Christensen at [kyle.christensen@colostate.edu](mailto:kyle.christensen@colostate.edu) or (720) 733-6951.

STATUS

This individual will be hired as a part time, temporary, non-student hourly, staff member through Colorado State University. This position comes with limited benefits and will continue hourly employment at the discretion of the County Director. Work hours and projects must be approved in advance by the Douglas County 4-H Extension Livestock Agent and the Douglas County Extension Director.

PROPOSED SALARY

$16 per hour

POSITION SUMMARY

This position will work with the Douglas County Extension Livestock Agent and other Extension staff as appropriate to assist with the coordination of the county’s 4-H program. Primary duties include, but are not limited to:

* Assists the Douglas County Extension Livestock Agent and other Extension staff by researching and providing information requested by clients.
* Manages program databases and reports for 4-H events including those at Douglas County Fair and Rodeo.
* Assists in planning, organizing, scheduling, and conducting 4-H programs for youth and adult volunteer leaders.

The individual in this position works as a member of the local county Extension team and as a local representative of Colorado State University. This individual works under the supervision of the Douglas County 4-H Extension Livestock Agent and the Douglas County Extension Director with additional guidance and support from Extension staff. This is a seasonal position that has a flexible start date. The ability to work at least 20 hours per week is preferred and the number of hours per week fluctuates depending on the 4-H program schedule. Due to the nature of 4-H programming, some evenings and weekends may be necessary.

ESSENTIAL JOB DUTIES

* Assists in the maintenance of 4-H member, leader, and club records in 4honline.
* Runs reports and sends communication about upcoming 4-H deadlines.
* Assists in the development of promotional materials, flyers, and program documents.
* Assists with the coordination of 4-H events including, but not limited to: training programs, workshops, animal clinics, outreach programs, Rocket Fly Day, Cloverbud Camp, animal shows, and 4-H events during the Douglas County Fair and Rodeo.
* Maintains 4-H entries in the Douglas County Fair and Rodeo through Fair Entry, Showorks, and 4honline.
* Assists 4-H families and volunteers in using Fair Entry.
* Promote 4-H youth development and outreach activities within the community.
* Utilizes social media and mass communication for outreach efforts.

QUALIFICATIONS

* High School Diploma, bachelor’s degree is preferred.
* Relevant experience assisting with youth development programming, volunteer management, program/project management, and/or working with diverse audiences.
* Experience using MS Office Suites, Internet, Google docs, Wordpress, and social media.
* Strong communication and interpersonal skills.
* Organizational skills, flexibility and the ability to set priorities and manage multiple job tasks.

Supervisors – Kirsten Cowan, Douglas County 4-H Extension Livestock Agent and Kyle Christensen, Douglas County Extension Director