

JOB TITLE: County Extension Program Assistant

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DEPARTMENT: Cooperative Extension Service, Fayette County

JOB SUMMARY: This position is responsible for assisting in planning and conducting 4-H programs, meetings, and activities for county youth (5<sup>th</sup> through 12<sup>th</sup> grades).

**MAJOR DUTIES:**

- o Assists in preparing and conducting 4-H activities, including summer camps, educational and service competitions, programs for in-school presentations, leadership, citizenship, agricultural awareness, environmental issues, etc.
- o Assists in planning, coordinating, and conducting monthly 4-H club meetings; transports participants to and from selected county events and activities.
- o Meets with 4-H classes and delivers educational information and materials.
- o Assists with the preparation of 4-H newsletters.
- o Serves on 4-H competition judging teams.
- o Assists in planning and implementing 4-H fund raisers.
- o Assists in supervising student field trips.
- o Attends 4-H summer camps; assists in preparing and teaching summer camp classes.
- o Meets and greets visitors in the 4-H office; answers phones, takes messages, and answers related questions.
- o Completes monthly administrative reports.
- o Performs clerical duties in support of the department.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of related University of Georgia College of Agricultural and Environmental Sciences guidelines, state and county policies and procedures, including the directives governing the provision of county extension services.
- o Knowledge of youth program development and implementation.

- o Knowledge of the programs, activities, and facilities of the extension service.
- o Knowledge of 4-H programs and policy initiatives.
- o Knowledge of event planning.
- o Skill in developing and implementing programs for youth.
- o Skill in instructing and supervising youth.
- o Skill in record-keeping.
- o Skill in operating a computer, modern office equipment, and audio-visual equipment.
- o Skill in verbal and written communication.

**SUPERVISORY CONTROLS:** The County Extension Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county policies and procedures, 4-H handbooks and training manuals, University of Georgia College of Agricultural and Environmental Sciences guidelines, and university policies. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** This position consists of performing related duties in assisting in the provision of programs for youth. Program scheduling and classroom space issues contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to assist in planning and conducting youth and 4-H programs. Successful performance helps ensure that program participants are encouraged to develop leadership and community service skills.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, program participants, other county employees, representatives of community organizations, parents of youth, teachers, principals, district 4-H staff, county extension agents, media representatives, program volunteers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed with the employee intermittently sitting, standing, bending, crouching, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs a ladder, and uses tools requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office, classroom, and outdoors, where the employee may be exposed to dust, dirt, and inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.