K-STATE Research and Extension | Post Rock District

4-H Program Assistant
POSITION DESCRIPTION
Seasonal | Lincoln, KS

DESCRIPTION
The 4-H Program Assistant is responsible for assisting with the planning and implementation of the Post Rock District 4-H Youth Development Program.

EMPLOYER AND SUPERVISOR
K-State Research and Extension Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The Post Rock District – Lincoln Office will be the 4-H Program Assistant's primary office. The extension unit has additional offices in Beloit, Osborne, Mankato, and Smith Center, KS. The Post Rock District Extension Board provides the salary and benefits for this position. The 4-H Program Assistant reports to the District Director and other Extension Agents.

RESPONSIBILITIES
- Present a positive, professional and inviting impression of the Post Rock District extension unit, K-State Research and Extension (KSRE), and Kansas 4-H while interacting with the public and performing responsibilities.
- Self-starter who is excited about positive youth development and has a desire to extend the KSRE and Kansas 4-H missions.
- Comfortable working individually and with in-person and distance-connected groups to accomplish goals.
- Organize and manage resources, tasks and team members to vision, plan and produce high-quality projects in a fast-paced environment.
- Flexible and able to work cooperatively under pressure.
- Plan and implement events and activities in alignment with Post Rock District, K-State Research and Extension, and Kansas 4-H policies, resources and best practices.
- An area of focus for this position will be the Lincoln County Fair's 4-H events and activities.

QUALIFICATIONS
Individual working to complete or has successfully completed a degree or certificate in education, youth development, sociology or related field is preferred. Relevant experience in a youth development organization or related field (as a member, volunteer, leader, paid staff member or some combination) is preferred. Ability to represent the local K-State Research and Extension unit in a professional manner is required. Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License is required. A criminal background check is required.

BENEFITS
The 4-H Program Assistant is a part-time position. The position is seasonal with the start and end date negotiable between the District Director and the employee. The primary season of employment is spring/summer 2024. The position is not to exceed 40 hours per week unless the employee has received pre-approval from the District Director. Some evening and weekend working hours will be expected. Employee benefits for this position will include Social Security with the employer contributing the employer's share of the hourly wage each month to the Social Security Administration. This is a non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act. Compensation will be paid per hour of work, and pay periods will be monthly. Reimbursement for authorized travel expenses will be made by the Post Rock District. The reimbursement will be made at the official State of Kansas travel rates. Additional questions about benefits for this position can be directed to the Post Rock District Director.

EQUAL EMPLOYMENT OPPORTUNITY
K-State Research and Extension Post Rock District is an equal opportunity provider and employer.

APPLICATION PROCEDURE
Applications can be accessed at www.postrock.ksu.edu. Position is open until filled. Screening will begin immediately. Applications must be submitted to a Post Rock District Office or by email to Nora Rhoades, District Director, at nrhoades@ksu.edu. Email subject: "4-H Program Assistant Application". For more information, contact Nora Rhoades, District Director, at 785-378-3174 or nrhoades@ksu.edu.