

Position Announcement: Smyth County 4-H Youth Program Assistant

Virginia Cooperative Extension Office in Smyth County is accepting applications for a Full-time 4-H Youth Program Assistant. Reporting directly to the 4-H Agent or acting department head, the 4-H Program Assistant works under general supervision to deliver and provide 4-H in-school and after-school educational programming for youth ages 5-18 in accordance with established Virginia Cooperative Extension policies. Position is 40 hours per week with occasional evening, overnight, and weekend hours as required to fulfill programming needs.

Essential Functions of the Position: Develop and deliver 4-H educational programs through in-school and after-school programming. Utilize computers and additional technology to plan and deliver educational programs. Assist in planning and marketing 4-H Camp. Attend 4-H Camp. Assist in supporting 4-H clubs. Assist Agent in recruiting, training, managing and supporting program teen counselors and adult volunteers. Promote 4-H to the local community.

Additional Functions: Answers telephone, greets and directs visitors to the proper person, composes routine correspondence and social media updates. Regularly communicates with colleagues, volunteers, collaborators and stakeholders. Creates and maintains records and files in accordance with established procedures; organizes information, prioritizes tasks. Provides administrative support for 4-H Agent; utilizes Microsoft Excel, Access, and other Office applications. Maintains 4-H member and volunteer databases in accordance with state and national requirements. Delivers effective oral presentations on a regular basis. Establishes effective working relationships with Extension Leadership Council members, office staff, programs volunteers and the general public. Attends necessary meetings and trainings pertinent to the job. Performs duties as assigned by supervisor.

Required Qualifications: Bachelor's Degree preferred. (Course work in Education, Science, Animal Science and/or Youth Development related field preferred). Experience relevant to the role of the position. Strong interpersonal skills. Ability to meet travel requirements associated with this position, meet acceptable background check standards, and motor vehicle/driving record standards. The ability to work, with minimal supervision in a highly visible and fluid environment and direct or supervise other individuals as needed. Ability to work flexible hours which may include evenings and/or weekends.

How to Apply: Applications are available online at www.smythcounty.org under the Human Resources link or at the Smyth County Administrator's Office. Please submit qualified applications to the Smyth County Administrator's Office at 121 Bagley Circle, Suite 100, Marion, VA 24354. COMPLETED APPLICATION MUST ACCOMPANY RESUMES.

Salary: \$26,700 with full County benefits

Deadline to apply: November 26, 2018

SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER