

EMPLOYMENT POSTING

Position: Lemhi County 4-H Assistant Position

Overview: The Lemhi County 4-H Assistant provides the organizational framework for 4-H programs within Lemhi County and coordinates local 4-H activities by recruiting and managing 4-H volunteers and members, providing resources, and coordinating and marketing 4-H programs and activities. The 4-H Assistant works as a team member with Extension faculty, office staff, 4-H Leader's council, 4-H leaders and 4-H youth to provide educational programs through various venues. The 4-H Assistant will focus on developing and maintaining non-livestock projects and programming.

Employer: Lemhi County

Supervisor: Shannon Williams, University of Idaho Extension Educator

Salary: \$8.40 per hour plus full county benefits with a 6 month probationary period

Hours: Average of 28 hours per week, some evenings, some weekends, some overnight stays
Core hours of 10:00 to 5:00 with 1 hour lunch break on Monday, Wednesday, Friday

Job Duties:

- **4-H Leadership**
 - Recruit and train new and existing 4-H leaders
 - Organize and lead volunteers in 4-H programs
 - Develop, organize, and lead new 4-H activities
 - Serve as an advisor and attend 4-H Advisory Council meetings
 - Serve as a member of the 4-H Camp Team, attend and teach workshops at 4-H Camp
 - Oversee the 4-H project displays and 4-H activities during the Lemhi County Fair
- **4-H Marketing**
 - Develop quarterly newsletters
 - Coordinate 4-H promotion and sign-up
 - Write news paper articles about 4-H events
- **4-H Fundraising**
 - Collect funds for 4-H awards
 - Research and apply for grants
- **Other Duties**
 - Function as a team member of the Extension office
 - Assist Extension educators when requested
 - Maintain the 4-H data base
 - Cover the office when scheduling requires it
 - Manage funds for the 4-H Advisory Council
- **Trainings**
 - Participate in web based, county and out of county trainings
- **Travel**
 - Travel to 4-H camp in Ketchum for 5 days and 4 nights
 - Attend over-night 4-H training(s) offered outside of the county
 - Transport & chaperone youth at 4-H programs both inside and outside of the county

Minimum qualifications:

- Must be 21 years or older
- Valid driver's license
- Ability to pass background check
- Experience with youth programs
- Computer literacy

Desired qualifications:

- Familiarity with the 4-H program
- Ability to utilize Microsoft Word, Excel, Publisher and Power Point
- Willing to learn new computer programs
- Experience in writing news releases and news letters
- Team player
- Interest in sewing, crafts, camping, home arts

To Apply: Applications are open until a suitable applicant is identified but not before February 19, 2010 at 5:00 p.m.
Send letter of interest, resume' and 3 letters of recommendation to:

Shannon Williams
Lemhi County Extension Office
200 Fulton, Suite 202
Salmon, ID 83467

Lemhi County is an equal opportunity/affirmative action employer.
