

Job Description
4-H Program Assistant-Navarro County

I Nature and Scope

The 4-H Program Assistant works under the supervision of the Navarro County Extension Agent-4-H Youth Development who has been designated this responsibility. The 4-H Program Assistant is responsible for assisting the supervising agent, FCS and Ag/NR agent in implementing a 4-H and Youth program designed to reach new and existing youth audiences within Navarro County and provide curriculum enrichment materials and training to all school districts in the county. The 4-H Program Assistant will be expected to be in the Extension Office from 8:00 A.M. till 5:00 P.M with a one (1) hour Lunch break from 12:00 P.M till 1:00 P.M. The 4-H Program Assistant will be assigned specific tasks that pertain to the Extension mission, the results of which can be accounted for separately from the ongoing county 4-H Youth program. The 4-H Program Assistant will function within the framework of the guidelines established for conducting the 4-H Youth program in Texas and the 4-H Youth phase of the Affirmative Action Program.

II Major Duties and Responsibilities

A. Planning

1. Develops needed plans with supervising, FCS and 4-H agents including plans for recruitment of volunteers, training, records and reports.
2. Develops an annual work plan with the guidance of the AG/NR, FCS and 4-H agents; AG/NR, FCS and 4-H agents will be notified of changes.
3. Plans with the 4-H agent for curriculum materials and other resources needed for conducting the 4-H program with volunteers.
4. Plans with the supervising AG/NR, FCS and 4-H agent for reaching Navarro County youth, specifically minority youth.
5. Participates in regular conferences with the Extension staff and other conferences as necessary.
6. Works with community resource people in identifying target audiences and target areas for 4-H involvement
7. Plans for recognition of volunteers and participants.
8. Plans and develops promotional materials for 4-H program activities, events, projects and opportunities.

B. Implementation

Leader Recruitment, Training and Recognition

1. Identifies prospective new volunteer 4-H leaders by visiting with responsible community persons and recruits leaders through personal visits, phone calls and organized group contacts.
2. Makes needed visits to leaders and gives follow-up instructions as well as providing needed literature and materials needed to help them carry out responsibilities.

3. Assists agents and volunteer leaders in keeping required records and reports.
4. Assists supervising agent with arranging meetings, teaching, achievement events and other activities.
5. Assist Extension agents and/ or conduct leader training on 4-H club management and 4-H and FCS projects.
6. Assist Extension agents and/or conduct 4-H club programs on 4-H and FCS projects.
7. Assists in recognizing program participants and volunteers.

Curriculum Enrichment Projects

1. Assists Extension Agents in assessing needs and opportunities to implement curriculum enrichment projects including/but not limited to the following:
 - Hatching in the Classroom-April-May
 - Something Fishy-Fall or Spring
 - Tobacco is a Drug-October
 - Food & Fiber-November-January
 - Junior Master Gardner
 - Health and Nutrition from the garden-Feb.-March
 - Kid-Ants-Fall or Spring
2. Conducts school visits to identify, recruit and train curriculum enrichment project directors and/or teachers to teach targeted 4-H curriculums.
3. Provide curriculum enrichment teaching materials to directors/teachers as needed or requested.
4. Provide 4-H group enrollment forms and assist in gathering required participant and volunteer leader information for ES237 and other required reports.
5. Provides pre/post evaluation tools for directors/or teachers for selected curriculum enrichment projects.
6. Assists Extension agents in identifying and securing resources (donors, teaching materials, facilities, equipment, etc.) to implement curriculum enrichment projects.
7. Conduct and/or assist Extension Agents in recognition of curriculum enrichment directors, teachers and contributors.

4-H Family & Consumer Science Projects

1. Assist CEA-FCS in conducting the 4-H Food Show, Fashion Revue and Consumer Decision Making Contest and County Method Demonstration Contest.
2. Assist CEA-FCS in conducting leader and club trainings in FCS project areas of foods, clothing and consumer sciences.
3. Assist in conducting the Navarro County Youth Exposition Family and Consumer Science Division Activities.
4. Keep and provide attendance lists for all program presentations for which

leadership is assigned to CEA-FCS agent for reporting purposes.

5. Attend 4-H FCS Task Force meetings as requested.

Reporting

1. Keep travel log of miles traveled, location and purpose of trip.
2. Keep records of meetings and/or activities conducted with racial/ethnic, sex and youth/adult breakdown of participants and contacts.
3. Provide weekly work schedule calendar at weekly staff conferences of educational efforts.
4. Keep and report hours worked weekly to CEA-Ag/NR or designated secretary.
5. Supply information for newsletters, radio programs or media releases when requested.
6. Assists 4-H and FCS agents in evaluating programs as requested.
7. Assists supervising CEA-Ag/NR, 4-H Agent and CEA-FCS agent in compiling reports and records as needed.

Civil Rights

1. Must comply with provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and the various regulations and requirements of these Acts and the Affirmative Action Plan of the Texas Cooperative Extension in coordinating Extension education programs.

C. Evaluation

1. Works with supervising AG/NR, FCS and 4-H agents to administer, collecting and summarizing evaluation instruments; and collect and evaluate records and reports kept by volunteers to determine programs needs and accomplishments.

D. Training

1. Participate in training designed for the 4-H Program Assistant at County, District and State level, subject to preapproval by supervising AG/NR, FCS and 4-H agents.
2. Participates in performance review with supervising agent. Follows through in making needed improvements.

III Relationships

A. Organizational

1. Works under the direct supervision of the County Extension Agent- 4-H Youth Development and cooperatives with FCS and Ag/NR agents; Assists the Navarro County Extension staff in implementing additional 4-H programs for youth.

IV Qualifications

A. The 4-H Program Assistant:

1. Have an appropriated background which includes organizational experience and respected leadership qualities.
2. Have a sincere desire to work with volunteer leaders and youth.
3. Experience in working with other people in form of guidance or supervision is highly desirable.
4. Have the ability and willingness to accept and understand rules, policies, procedures and training in order to inspire, motivate and teach others.
5. Be well adjusted, patient and willing to work under supervision and carry out delegated responsibilities.
6. Must understand and have respect for people with whom they work.
7. Must be willing to acquire knowledge and gain understanding of the Navarro County 4-H and Youth program and interpret it efficiently to specifically targeted audiences.
8. Must support all Navarro County Extension programs.
9. Have ability to learn the basics of reporting and record keeping and have ability to teach others.
10. Willing to successfully complete orientation training and all subsequent training.
11. Must live in Navarro County and have knowledge of agencies, organizations and resources available.
12. Have reliable transportation, automobile liability insurance, a current drivers license and a telephone. Must have seat belt fastened while traveling on the job.
13. Be in good health as evidenced by physical examination.

V Signatures

4-H Program Assistant

Date

Supervisor, CEA-4-HYD
