

University of Idaho Extension Cassia County/4-H Office

Position Title: 4-H Program Assistant/Instructor
Pay Range: \$14.00 per hour
Full Time/Part Time: Part Time
Work Schedule Summary: 19 ½ hours a week
Start Date: Beginning of January 2019

Position Summary The 4-H Program Assistant/Instructor is responsible for Instructing and Conducting activities during after school and out-of-school programs and providing support for the county 4-H program.

Job Duties/Responsibilities

- Coordinate with 4-H Program Coordinator & University Extension Faculty in supporting and teaching program activities
- Collaborate with community partners to build support for after school and out-of-school programs
- Write and compile descriptive lesson plans, and work directly with students and staff in the classroom
- Establish local partnerships to teach and conduct a Robotics program
- Work with adult and teen volunteers in the classroom
- Assist with family engagement activities
- Maintain enrollment data and completing reports on time as determined by 4-H Program Coordinator and University Extension Faculty
- Participate in meetings and trainings as related to program activities
- Develop, lead, and teach activities with children
- Assist with grant writing

Minimum Qualifications

- Education: High School Diploma or Associates degree
- Experience: One-year experience working with youth and/or after-school programs, working with individuals from varying cultural and/or socio-economic backgrounds
- Must work well with youth
- Ability to: Use Word processing programs and basic knowledge of Excel and graphic design software (Publisher, Photoshop, Paint, Photo Editor, etc.); multi-task and meet deadlines: ability to maintain confidentiality, ability to work cooperatively with others
- Must be a self-starter and have the ability to work with minimal supervision to complete tasks
- Must be able to pass a back-ground check and have a current driver's license
- As per county policy will be subject to random drug testing

Preferred Qualifications

- Education: Two years of post-secondary education in Child Development, Education, Social Work or related field
- Spanish speaking
- Basic Knowledge/experience: In the areas of STEM (Science, Technology, Engineering & Mathematics)
- Knowledge of: Computers and educational software; how to set-up and maintain computer lab
- Experience: Working with a non-profit advisory board; recruiting and working with volunteers
- Possess: Familiarity with and/or interest in community; successful experience working with high risk children and families
- Grant Writing Experience

Please download and completely fill out the Cassia County Employment Application located at the link below. Please save as a PDF and then email both your application and resume to: tiffany@uidaho.edu

<https://evogov.s3.amazonaws.com/media/67/media/47154.pdf>

OR-

Please bring Resume and Application into the Cassia County Extension Office
1459 Overland Ave. Rm. 4 Burley, ID 83318 **by Nov. 30, 2018**