



COOPERATIVE EXTENSION SERVICE COUNTY SUPPORT STAFF

	PROGRAM ASSISTANT POSITION DESCRIPTION	Position No. <u>0123456</u>
<p>List this job's key responsibilities in order of importance. Note: Additional copies of this page may be attached if more space is needed. Most jobs have three to five major responsibilities. Please specify the approximate percentage of time spent on each. Major job responsibilities are typically only one or two words.</p>		
1	Major Job Responsibility: Program Support	
	<p>Essential Functions & Job Standards: <i>(Following are examples)</i></p> <ul style="list-style-type: none"> • Assist with the development of educational materials for agent, ie. power point, newsletters, handouts and teaching tools • Copy and assemble leader materials • Assist with 4-H camp organizational details and prepare camp packets for youth • Assist agents with special programs/events such as: Farm, Home and Garden Expo, 4-H events, County Fair, Livestock Shows, County and State Fair exhibits • Make arrangements for workshops that agent will conduct (ie. meals, room set-up, door prizes, notebooks, etc.) • Order/purchase educational supplies 	
	<p>Competencies/Skills: <i>(Example)</i> Planning and organizing, able to monitor situation and know what is needed, able to work without close supervision, able to travel to sites outside the office, able to lift an average of 25 pounds.</p>	
	Percent of Time: 35 %	
2	Major Job Responsibility: Teaching	
	<p>Essential Functions & Job Standards: <i>(Following are examples)</i></p> <ul style="list-style-type: none"> • Prepare and implement lesson plans and educational presentations • Assist with/prepare school enrichment lessons • Organize /assist/coordinate after school project meetings • Partner with other program assistants and/or agents for team presentations • Lead 4-H school clubs 	
	<p>Competencies/Skills: <i>(Example)</i> Courteous and responsible to the public, organizational skills, able to keep track of multiple tasks simultaneously, able to present information in way that will engage youth, dependable, conscientious, able to adhere to appointments in a timely manner.</p>	
	Percent of Time: 30 %	
3	Major Job Responsibility: Recruitment and Marketing	
	<p>Essential Functions & Job Standards: <i>(Following are examples)</i></p> <ul style="list-style-type: none"> • Assist in the recruitment of 4-H volunteers for various activities and programs • Promote 4-H membership • Assist with 4-H exhibits and displays • Interact and promote Extension with general public 	
	<p>Competencies/Skills: <i>(Example)</i> Creativity, able to ask total strangers to assist with 4-H program in various roles, presents positive role model for the 4-H program, meets people easily.</p>	

	Percent of Time: 15%
4	Major Job Responsibility: Record Keeping
	Essential Functions & Job Standards: <i>(Following are examples)</i> <ul style="list-style-type: none"> • Process background checks on adults working with youth • Assist in maintenance of volunteer files • Enter and maintain records for Martech/Youth Enrollment program
	Competencies/Skills: <i>(Example)</i> Dependability and attention to detail, organizational skills, skills for completing/maintaining computer records as needed, confidentiality.
	Percent of Time: 15%
5	Major Job Responsibility: Professionalism
	Essential Functions & Job Standards: <i>(Following are examples)</i> <ul style="list-style-type: none"> • Participate in appropriate in-service trainings • Maintains an organized work area • Dresses appropriate for work • Exhibits an enthusiastic and positive attitude toward job responsibilities and clientele • Is reliable and honors commitments to the job • Is punctual in reporting to work and maintaining regular work hours
	Competencies/Skills: <i>(Example)</i> Willingness to travel, able to learn and implement new program ideas.
	Percent of Time: 5%
6	Major Job Responsibility:
	Essential Functions & Job Standards:
	Competencies/Skills:
	Percent of Time: %
	TOTAL %: 100%