Roles and Responsibilities of County Extension Staff

Extension Secretary

Job Description

Under the supervision of the Extension Agents, the person filling the position will perform the duties of general office secretary including receptionist, typist, computer operator, office machine operator, file clerk, and other specific duties assigned by the supervising agents.

The Extension Secretary will become knowledgeable of the philosophy, goals, and objectives, policies and procedures of the Kentucky Cooperative Extension Service.

The Extension Secretary will serve all clientele, ensuring that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, age, sex, religion, disability, or national origin.

Regular Duties of the Job

* Management of Telephone; Effective Use of the Answering or Voice Mail Machines
* Effective use of Computer and Equipment
* Management of Daily Mail; Maintaining Mailing Lists
* County Packet Distribution
* Management of Office Supplies
* Maintenance of files/Inventory of publications
* Timely submission of reports
4-H Program Assistant

Job Description

Under the supervision of the County Extension Agents, serve as a member of the county staff team. Accept responsibility for 4-H club organization and management in the county or designated area of the county. Work with other appropriate salaried and volunteer staff. Conduct promotional activities, recruit volunteer leaders and youth and assist groups in organizing 4-H clubs. Provide support and guidance to existing 4-H clubs.

Regular Duties of the Job

* Promote and organize new 4-H clubs, recruit members and volunteer leaders.

* Maintain regular personal contacts with and support local 4-H club organizational leaders.

* Conduct leader orientation meetings.

* Recruit volunteers to conduct educational events and activities.
Food Stamp Nutrition Education Assistant

Job Description

Under the supervision of the County Extension Agent for Family and Consumer Sciences, the person filling the position will be responsible for carrying out the ___________ County Food Stamp Nutrition Education Program targeting ____________ Schools.

Regular Duties of Job

* Teach youth nutrition education classes
* Recruit and support volunteer leaders.
* Attend all training conferences.
* Distribute nutrition education material to adult audiences.
* Keep and submit all records promptly

Expanded Food and Nutrition Education Program Assistant

Job Description

Under the supervision of the County Extension Agent for Family and Consumer Sciences, the person filling the position will be responsible for teaching homemakers, individually and in small groups, about food selection and preparation for an adequate diet. Other topics include food safety and planning food purchases within available funds to provide maximum nutritional value.

Regular Duties of Job

* Recruit youth and homemakers to participate in the EFNEP Program.
* Recruit and support volunteer leaders for 4-H type nutrition related programs.
* Recruit youth to attend special interest and camping programs and assist with presenting foods demonstrations and information at these programs.
* Refer to County Extension Agents the names, needs, and interest of potential 4-H members and leaders and potential adult participants in areas other than nutrition.
* Keep and submit required records promptly.
* Attend all training conferences.
Extension FCS Assistant

**Job Description:** Under the supervision of the County Extension Agent for Family and Consumer Sciences, this person will support and assist in planning, promotion, and implementation of Family & Consumer Sciences events and activities (i.e. nutrition and food science, wellness, clothing and textiles, food safety, child development and parenting, volunteer and leadership development, financial management, Homemaker clubs, etc.) that are appropriate for the county and guided by policies and procedures of the Cooperative Extension Service. There will be a high level of interaction with the general public.

**Regular Duties of Job:**

- Will help with public presentation, prepare displays, promote programs through public media, support and assist in planning, promotion and implementation of all events and activities.

- Use the computer to format newsletters, handouts, and other educational materials

- Serve all clientele, insuring that all adult and youth have an equal opportunity to participate in Extension programming.

- Prepare timely and accurate reports.

- Participate in appropriate in-service trainings and counseling sessions as specified by the FCS agent.

- Other duties as needed.