

## **JOB DESCRIPTION**

# **4-H Youth Development Program Assistant**

### **Job Description**

Goodhue County 4-H Youth Development is currently seeking a 4-H Youth Development Program Assistant to lead community 4-H programming throughout Goodhue County to youth in kindergarten through one year past high school. The 4-H program content may include: healthy living, service learning, leadership, civic engagement, STEAM (Science, Technology, Engineering, Arts and Math), and more.

The 4-H Youth Development Program Assistant will be primarily responsible for planning and executing engaging 4-H lessons that incorporate youth voice to diverse populations within Goodhue County - as well as package the curriculum for future use. Programming will take place at partnering youth organizations and public spaces where youth can be involved in non-formal learning experiences.

### **Time Commitment**

Work hours include 30-40 hours per week with work consisting of: delivering program opportunities, planning and developing lessons, attending trainings or meetings, and completing general administrative duties; not to exceed 40 hours a week. This is a pilot anticipated to begin in June and continue through early fall of 2019.

### **Responsibilities**

- Prepare lessons and activities (i.e. healthy living, service learning, leadership, civic engagement, STEAM (Science, Technology, Engineering, Arts and Math))
- Deliver educational programs with youth
- Monitor and track program attendance
- Coordinate program evaluations
- Document program lessons and include future recommendations or considerations
- Work collaboratively with Goodhue County 4-H Youth Development team, community partners and volunteers
- Supervise and enforce 4-H Youth Development and partnering organization policies and procedures related to risk management
- Build sustainable relationships with community partners

### **Qualifications**

- One year experience working/volunteering with culturally diverse youth
- Success in working with youth development programs

- Ability to work with and support youth and adults from a diverse range of experiences, cultures, and backgrounds
- Ability to initiate and complete programs and projects as outlined
- Ability to work independently
- Flexibility and dependability
- Willingness to learn new skills and ability to give and receive feedback
- Computer skills
- Skills in verbal and written communication and strong organizational skills
- Must have access to own vehicle and a valid driver's license

**Preferred Qualifications**

- Bilingual

**Education**

- High school degree

**Hours, Pay, Employment Period**

Up to 40 hours a week, at a pay rate of 15.45/hr. - appropriate mileage reimbursement will also be available. Flexible start and end dates.