

Cornell Cooperative Extension Association of Livingston County

Position Description

Title: 4-H Summer Assistant

Purpose of Position: The 4-H Summer Assistant provides assistance to 4-H staff in the preparation, delivery, and clean-up of the following events: 4-H Horse Camp, Hemlock Fair, and Caledonia Fair.

Responsibilities:

- Works with the 4-H Educator in the planning and carrying out of tasks/responsibilities.
- Inventory, purchase, and transport supplies
- Clean and prep the 4-H Horse Camp facility. Includes bathroom cleaning and garbage pick up.
- Works with the 4-H Horse Camp Committee during camp in carrying out daily tasks
- Creates a 4-H Horse Camp power point presentation.
- Data entry
- Fair preparations: sort/copy/file pre-entry forms, data entry, certificates, signs, class/event lists, vouchers, etc.
- Clean and prep fair facilities
- Assist with 4-H Building Judging Day (*Family & Consumer Science 4-H Summer Assistant*)
- Assist with 4-H Building events and supervision. (*Family & Consumer Science 4-H Summer Assistant*)
- Prepare animal show programs (*Animal Science 4-H Summer Assistant*)
- Organize and oversee the rabbit, poultry, dog and pet shows. (*Animal Science 4-H Summer Assistant*)
- State Fair preparation
- Other tasks assigned by the 4-H Educator

Expected Results: 4-H youth will experience learning, personal growth and a sense of belonging by participating in these 4-H events. The 4-H Educator and 4-H Summer Assistant will work in harmony and in a manner consistent with the goals of the 4-H Program. The 4-H Summer Assistant will gain valuable work experience that will help in his/her career development.

Training and Support:

- The 4-H Educator will provide an initial job orientation and continued on the job training.
- The 4-H Summer Assistant Informational Handbook with detailed job description is available.
- This position is supervised by the 4-H Educator and is ultimately responsible for the 4-H Summer Assistant's performance and quality of work.

Time Commitment:

- 40 hours per week for 6-7 weeks.

Qualifications:

- Age 17-22
- 4-H Animal Science and/or 4-H Family and Consumer Science experience
- Enjoys working with youth and has a sincere interest in their growth and development.
- Effective communication, organization and interpersonal skills.
- Proficient computer skills – Power Point, Excel and word processing

- Some evening and weekend work requirements.
- Personally owned laptop preferred
- Drivers license and vehicle preferred

Benefits:

- Enhance personal and career-based skills
- Derive satisfaction from helping youth reach their fullest potential