

SNOHOMISH COUNTY JOB DESCRIPTION

FOUR-H PROGRAM ASSISTANT

Spec No. 2000

BASIC FUNCTION

Work with a team of individuals in providing quality 4-H education programming to the youth of Snohomish County.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates the promotion of 4-H activities in Snohomish County.
2. Seeks out opportunities to speak before youth groups and other organizations to promote 4-H activities and recruit volunteers.
3. Ensures programs outreach that includes all races and economic levels.
4. Works with the 4-H team to prepare presentations, brochures and displays, assists in the preparation of the 4-H newsletter and website content.
5. Arranges for, sets up, facilitates and/or participates in 4-H related meetings as appropriate; prepares oral and written presentations and reports; responds to questions, provides information and input as appropriate.
6. As assigned, facilitates the development and maintenance of 4-H programs in 4-H clubs and in school curriculums; develops and assists in the maintenance of programs as appropriate; and participates in the development of grant funds and donated resources.
7. Assists the 4-H staff team and other extension agents in leadership training and personally conducts training programs for volunteer leaders and participating youth.
8. Coordinates 4-H members and leader recognition programs; assists in the development of selection criteria and the preparation of awards and award ceremonies.
9. Provides administrative support to the 4-H program; assists potential volunteers in organizing new 4-H programs; provides interpretation of policy/procedure to program volunteers; and assists in evaluating program outcomes of existing activities.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associates degree and two (2) years experience working with volunteers and/or youth; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous experience with 4-H or other youth development programs is preferred. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Drivers License is required.

Must successfully pass a Washington State Patrol Criminal History background check.

KNOWLEDGE AND ABILITIES

Knowledge of:

- 4-H youth program activities
- methods and techniques used in the production of Power Point computer presentations
- brochures and displays
- the operation of personal computers

Ability to:

- establish and maintain effective work relationships with superiors, peers, associates, volunteers, 4-H members, school administrators, teachers, students and the general public
- communicate effectively both orally and in writing
- organize daily work and long term projects
- give public presentations
- provide educational leadership to young people enrolled in 4-H programs including young people from low-income families and protected classes
- prepare a variety of promotional materials
- seek out opportunities to promote, conduct and evaluate 4-H activities
- reach remote locations throughout the county by car or other time-efficient means of transportation
- accept responsibility and take initiative
- work as a team member and contribute leadership to the team
- use a computer for work processing, data entry, browsing the Internet and communication by e-mail

SUPERVISION

Employee in this class reports to a Cooperative Extension Agent or administrative superior as assigned. The work is performed with considerable independence with periodic reports made to supervisor on the status of activities. Many projects are planned in a staff team environment.

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WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county. Employee may be required to work evenings and weekends as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1989
Previous Spec No. 282
Revised: April 2000, March 2003
EEO Category: 5 - Paraprofessional
Pay Grade: 234 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous