

Position: Lemhi County 4-H Assistant Position

Overview: The Lemhi County 4-H Assistant provides the organizational framework for 4-H programs within Lemhi County and coordinates local 4-H activities by recruiting and managing 4-H volunteers and members, providing resources, and coordinating and marketing 4-H programs and activities. The 4-H Assistant works as a team member with Extension faculty, office staff, 4-H Leader's council, 4-H leaders and 4-H youth to provide educational programs through various venues. The 4-H Assistant will focus on developing and maintaining non-livestock projects and programming.

Employer: Lemhi County

Supervisor: Shannon Williams, University of Idaho Extension Educator

Salary: \$16.42 per hour plus full county benefits

Hours: 40 hours per week with some evenings, some weekends, some overnight stays

Job Duties:

- 4-H Leadership
 - Recruit and train new and existing 4-H leaders
 - Organize and lead volunteers in 4-H programs
 - Develop, organize and lead new 4-H activities
 - Serve as an advisor and attend 4-H Advisory Council meetings
 - Serve as a member of the 4-H Camp Team, attend and teach workshops at 4-H Camp
 - Oversee the 4-H project displays and 4-H activities during the Lemhi County Fair
 - Have a district role with the eastern district 4-H Camp in Alpine, Wyoming
- School programming
 - Serve on the Agriculture Week committee and teach agricultural related workshops in the school
 - Serve on the STEM week committee and teach STEM related workshops in the school
- 4-H Marketing
 - Responsible for social media promotions
 - Develop quarterly newsletters
 - Coordinate 4-H promotion and sign-up
 - Write newspaper articles about 4-H events
- 4-H Fundraising
 - Recruit donations for 4-H awards and activities
 - Research and apply for grants
- Other Duties
 - Function as a team member of the UI Extension office
 - Assist UI Extension educators when requested
 - Maintain the 4-H database and financial records
 - Cover the office when scheduling requires it
- Trainings
 - Participate in web based, county, district and state trainings
- Travel
 - Travel to 4-H camp in Alpine, Wyoming for 3 days and 2 nights
 - Attend over-night 4-H training(s) offered outside of the county
 - Transport and chaperone youth at 4-H programs both inside and outside of the county

Minimum qualifications:

- Must be 21 years or older
- Valid driver's license
- Ability to pass background check
- Experience with youth programs
- Computer literacy
- Able to walk stairs and carry a minimum of 25 pounds

Desired qualifications:

- Familiarity with the 4-H program
- Ability to utilize Microsoft Word, Excel, Publisher, Power Point and Outlook
- Willing to learn new computer programs
- Experience in writing news releases, newsletters, social media posts
- Team player
- Interest in STEM, home arts, shooting sports, etc.

To Apply: Position is open till a suitable candidate is found. First review of applications will take place on Friday, Sept. 20. Send letter of interest, resume' and 3 references with contact information to:

Shannon Williams
University of Idaho Extension, Lemhi County
200 Fulton, Suite 202
Salmon, ID 83467
Email: shannonw@uidaho.edu

Lemhi County is an equal opportunity/affirmative action employer.