

Washington State University Extension Kitsap County

Job Title: 4-H Youth Development Program Assistant

Office Location: Kitsap County Extension Office, Norm Dicks Government Building
345 6th St. STE 550
Bremerton, Wa 98337

Position summary: WSU Extension Kitsap County is hiring a part-time 4-H Youth Development Program assistant. This position is responsible for providing support to 4-H YD programs in the county. Support comes in the form of assisting with after-school and summer programs and providing administrative support during the fall in the form of database management, fall enrollment and volunteer application processing, communication with members and volunteers, and newsletters.

This person is responsible for providing administrative and programming support to 4-H Extension Coordinators, Faculty, and Program Staff.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the overall 4-H Youth Development Program
- Assist in maintaining the 4-H Online Database
- Provide support to adult and youth members and club leaders through the enrollment process.
- Process 4-H program fees and tracking of this information
- Process volunteer applications and create/maintain permanent volunteer files
- Assist as needed in volunteer trainings
- Assist with design and content of the 4-H Newsletter on a monthly basis
- Communicate with members, families, and volunteers via phone and in person
- Assist as needed in programming with youth and volunteers, including 4-H Summer Programs, volunteer trainings, and the Kitsap County Fair
- Support the Health Rocks! Teen Teaching program over the summer, including providing supervision to teen teachers at site locations
- Assist in the management of Extension Office resources including 4-H Curriculum, kits, and electronics

REQUIRED QUALIFICATIONS

- Associate's degree or higher in youth development, human development, education, counseling, natural resources or agriculture or related field
- Work or volunteer experience with groups of youth (K-12th grade) in educational or community settings
- Proficiency in Microsoft Office and Windows programs
- Have a clean driving and criminal record

DESIRED EXPERIENCE

- Bachelor's degree or higher in youth development, human development, education, counseling, natural resources or agriculture or related field
- Experience working with Cooperative Extension or 4-H
- Accounting or database management experience
- Experience with marketing tools and programs (web page development, graphic design, social media)

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Appreciate, respect, and embrace diversity and inclusion in all interactions with colleagues, staff, volunteers, participants, and the public.
- Value and support youth leadership and youth empowerment in interactions with youth and adults, be a strong advocate for youth members.
- Support youth in developmentally appropriate ways.
- Critical thinking and problem-solving, self-motivation to follow through on assigned tasks.
- Organization and time management skills to work efficiently and meet deadlines.
- Strong written and oral communication.
- Basic math and accounting.
- Ability to lift materials and equipment up to 50 lbs.
- Flexible work schedule, including possible evenings or weekends for specific events.

HOURS AND COMPENSATION

Compensation is conditional upon qualifications. This position is for a minimum of 10 hours and a maximum of 16 hours per week. Flexibility in scheduling is a requirement.

HOW TO APPLY

This position will remain vacant until filled. Interested applicants may send a cover letter, resume, and 3 references to:

Joy Lile
345 6th St. STE. 550
Bremerton, Wa 98337
Joy.lile@wsu.edu
Call 360-337-5625 for more information.

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