



**Date:** January 14, 2020

**Position No:** U88276

**Incumbent:**

**Department:** Livingston (Unit 12 – Livingston-McLean-Woodford Counties)

**Current Classification & Percentage:** Summer Assistant (4-H Youth)-75%

**Reason for Position Description:** New Position

**Function:**

This is a 75%, 12-week summer position in the 4-H and Youth Program. The Summer Assistant employee will be housed in the Livingston County Extension Office and may be asked to assist in Woodford County.

**Organizational Relationship:** The position is administratively responsible to the County Extension Director with program leadership from the 4-H Youth Development Educator.

**Duties and Responsibilities:**

**65% Fair Duties**

- Assisting in the coordination of the bicycle rodeo, clothing judging, and public presentations contest, including location, promotion, volunteers, and prizes.
- Assist in contacting volunteers to judge projects and assist in other ways at the 4-H Show. This will include sending out letters, making phone calls, maintaining a database, and interacting directly with the volunteers. Once volunteers are recruited, the Summer Assistant will follow up with a letter reminding them of their volunteer commitment and explaining their specific duties. At the 4-H Show, the Summer Assistant will assist other Extension staff members in greeting the judges and volunteers, answering questions, and providing them with the necessary supplies to carry out their role. After the fair, the Summer Assistant will update the database and send thank you letters to all volunteers.
- Assist at the 4-H Show: The Summer Assistant will help Extension staff create posters for judging lines, judging times, and project locations; move and set up the fair office; assist with check-in; set up judging areas; enter grades into 4-H database, and help direct the clean up of the fair buildings and grounds.

**5% Marketing Duties**

- Marketing both 4-H and Extension. The Summer Assistant will develop posters, flyers, and news releases for the bicycle rodeo, and public presentation contest. He/she will then talk to businesses about posting information on their counters or windows. The Summer Assistant will also have knowledge and experience with social media and will post on Unit Social Media sites as requested.
- Assist Unit 4-H Youth Development Educator and Program Coordinator with planning, marketing and carrying out summer day camp program.
- Create a PowerPoint presentation on 4-H activities for use by Extension and 4-H clubs at the 4-H Achievement Night, club meetings, and public relations events.

**5% Other Duties**

- Assist in answering the telephone and helping walk-in-clientele with questions when needed.
- Assist Extension staff with other Extension activities as requested.
- Assist at the Woodford County Fair for one week.

**Work Schedule:**

The work schedule will consist of 28 hours/ week with some evenings and weekends.

**Knowledge, Skills and Abilities:**

- High school graduate and enrolled at or graduate of a two- or four-year college or university.
- Ability to work flexible hours is required to carry out the responsibilities of the job.
- Automobile and operator’s license or access to transportation for performance of duties.
- Familiarity with the Illinois and Livingston County 4-H Program.
- Ability to communicate orally and in writing.
- Skills in working with people, particularly youth, as individuals or in groups, in a leadership capacity.
- Ability to independently organize and prioritize work.
- Ability to compile, organize, and maintain complex files, records, and reports.
- Computer literacy.

**DIFFICULTY**

This position requires working under pressure and requires the ability to multi-task.

**PERSONAL RELATIONSHIPS**

Interaction includes, but is not limited to, staff of Unit 12, community members, volunteers, and leaders in Unit 12 counties, and Extension offices within Illinois. Appreciation of diversity and a willingness to help are required.

**ENVIRONMENTAL DEMANDS**

To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver’s license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting [hr@aces.illinois.edu](mailto:hr@aces.illinois.edu)

Signatures and Dates

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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