



Date: January 14, 2020

Incumbent:

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

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

Reason for Position Description: New Hire

Function:

This is a 75%, 12-week summer position in the 4-H Youth Program. The Summer Assistant employee will be housed in the McLean County Extension Office.

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:

85% Fair Duties

- Be responsible for 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 in entering fair entry data into 4-H Online/Fair Entry.
- 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. Create the ten-year member board of honor and assist with assigning activities with the Jr. Directors.

10% Marketing Duties

- Marketing both 4-H and Extension: The Summer Assistant will develop posters, flyers, and news releases. 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.

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.

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 McLean 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, organizes, and maintains complex files, records, and reports.
- Computer literacy; knowledge of Microsoft Access desired but not required.

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

Signatures and Dates:

Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

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