



Nebraska Extension in Harlan County 4-H Extension Assistant Position Description – County Funded Position

Transform lives by delivering, teaching and managing effective educational programming in 4-H by providing positive youth development to include current and emerging youth issues in assigned area. Must be able to engage youth through diverse learning strategies at appropriate places and times. Ability to travel within service area.

Specific Duties and Responsibilities

70% Educational Programming

- Teach and deliver extension education programming in 4-H/Youth Development in assigned region.
- Teach new issues and new audiences.
- Identify emerging issues focusing on underserved audiences.
- Partner with local schools and other youth service organizations to teach on youth issues in the community.
- Manage (promote, coordinate, support and deliver) educational activities and events.
- Teach local volunteers to carry out programs.
- Engage in collaborative programming efforts.

15% Recruiting and Marketing

- Foster strategic relationships and implement partnership deliverables.
- Recruit 4-H volunteers.
- Recruit new and retain existing youth through a variety of innovative and effective 4-H delivery methods (clubs, after school, school enrichment, camps, and special interest groups).
- Engage in recruitment strategies for UNL.

10% Evaluation and Recordkeeping

- Measure impact of 4-H teaching efforts and report results to decision-makers, clientele and UNL administrators.
- Assist in the evaluation, reporting, and review of educational programs, training materials and other resources.
- Collect and manage 4-H data. Complete required records and reports.

5% Other

- Pursue grants and other resources to support and expand the educational programming.
- Participate in staff meetings and professional development, as well as local, regional and statewide committees and activities.
- Prepare professional goals and participate in reporting responsibilities.
- Assist with various office and Extension tasks.



Qualifications

- Required
 - Associate's degree required, Bachelor's degree strongly preferred. Degree must be completed by start date.
- Preferred
 - Bachelor's degree in Youth Development, Education or closely related field.
 - Experience with youth work through other organizations as an employee or volunteer. Previous 4-H or teaching experience.
 - Demonstrated ability to teach. Ability to keep accurate records and prepare reports. Driver's license required.
 - Excellent interpersonal, communication, leadership, and teamwork skills.
 - Knowledge of spreadsheet and data management software preferred. Self-starter with excellent organizational skills.
 - Social media skills.

This is a full-time, hourly position with benefits provided by Harlan County.

Applications may be dropped off at or mailed to the Extension Office (706 Second Street PO Box 258 Alma, NE 68920), or e-mailed to Brandi Hilton-Hagemann (brandi.hagemann@unl.edu) by **December 12, 2024**.

For more information about the position, please visit <https://go.unl.edu/4hassistantharlan> or scan the QR below.

