

DODGE COUNTY JOB POSTING: **4-H Summer Assistant**

We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.

POSITION TITLE: 4-H Summer Assistant

DATE OF CLOSING: Open until filled. Initial application review Friday, May 12, 2017

ACCOUNTABLE TO: Dodge County 4-H Program Coordinator

HOURS: 25 hours per week from June 5, 2017 to August 11, 2017
Must be available to work 40 hours July 17– 23, 2017 and be flexible

JOB PURPOSE: Responsible for planning and coordinating day camps and summer program in communities throughout Dodge County. Will assist with planning and organizing other countywide 4-H events and county fair activities. Responsibilities include working with other staff members to help ensure policies and program guidelines are being followed. Additionally, this person is responsible to set a good example, be a positive role model and promote activities for youth development, project enhancement, self-image enrichment and self-concept awareness.

STARTING WAGE: \$11.50 per hour

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Plan activities for 8 to 10 day camps that have been scheduled throughout the county. Recruit youth, order needed supplies, organize and make samples of activities to be used at the day camps.
2. Be creative, innovative and develop, maintain and utilize a positive and enthusiastic attitude with the Dodge County 4-H club members and volunteers who facilitate day camps, project days and fair activities so that it can be a positive experience for all participants.
3. Assist with other summer programs such as project days and some activities at the Dodge County Fair.
4. Help with office duties in the Extension Office throughout the summer for all summer programming.

JOB REQUIREMENTS: Ability to establish and maintain effective working relationships with other employees and the general public. Prior experience in 4-H helpful. Demonstrated proficiency to organize work efficiently and effectively. Demonstrated knowledge of office procedures and practices. Computer skills in Word and Excel.

MINIMUM QUALIFICATIONS: High school diploma or equivalent (G.E.D.) Valid Class D Minnesota Driver's License required. Experience working with children. Subject to criminal background investigation.

ESSENTIAL FUNCTIONS: Position may include long periods of sitting. Skill in grasping, and vision in order to perform computer and general clerical duties adequately. Skill in talking in order to communicate verbally with others over the phone and in person on a regular and frequent basis. Ability to navigate uneven terrain. Occasional lifting of up to 40 lbs.

**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:
DODGE COUNTY EMPLOYEE RELATIONS (507) 635-6239**

www.co.dodge.mn.us