

University of Extension – Calvert County
Position Location: Prince Frederick

Position Description for Calvert County Temporary (6-Month) 4-H Program Assistant

Calvert 4-H is looking to add a temporary part-time program assistant to assist with administrative and program planning duties.

The duties for this Contingent-Category I Calvert County Temporary 4-H Program Assistant position include the following:

- Provide support for planning and conducting 4-H events, such as 4-H Achievement Night, 4-H fundraisers, 4-H competitive events, 4-H countywide programs and other activities.
- Assist with keeping 4-H Online database current and in synchrony with club attendance/rolls.
- Prepare and send announcements of events and deadlines to members and volunteers, using 4-H Online.
- Prepare and post advertising on social media platforms for program events and assist with monthly newsletter.
- Provide assistance to interested persons, answering questions about 4-H in person and/or via email or telephone.
- Organize and inventory all 4-H teaching and curriculum materials.
- Other duties as assigned.

Minimum Requirements:

- High School Diploma or GED.
- Valid Maryland drivers license and personal automobile to use for work.
- Previous professional experience working with youth or for a youth serving organization.
- Experience with Microsoft office and google suite.
- Experience utilizing social media platforms and email communication platforms.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to interact effectively with internal and external parties in a courteous and efficient manner.
- Ability to plan, organize, prioritize, and execute multiple and continuing assignments.
- Willingness to occasionally work in the evening or on weekends and to travel within the county.
- Ability to complete and pass youth background check.

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Job Types: Part-time, Contract, Temporary

Pay: \$18.52 per hour

Expected hours: 20 per week

Work Location: In person

If interested please email resume and cover letter to Liz Laher at llaher@umd.edu

Best consideration date April 5th

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