



POSITION ANNOUNCEMENT

**Title:** Extension Program Assistant (*4-H Youth Development*)

**Position Number:** 103343

**Category Status:** *Nonexempt, Regular, Part-Time (60% FTE)*

**Unit:** *AGNR-UME – Calvert*

**Home Office Location:** *UME - Calvert County Office, 30 Duke Street, Prince Frederick, MD 20678*

**Position Summary/Purpose of Position:**

This is a permanent part-time nonexempt position (24 hours/week) in the Calvert County Extension Office.

Under the daily supervision of the 4-H Youth Development Extension Educator, the 4-H Youth Development Program Assistant helps to implement a comprehensive youth education and development program that meets the needs of diverse youth and adult volunteers working with youth in Calvert County. Through the coordination and delivery of experiential learning programs and activities the Program Assistant facilitates acquisition of cognitive, social and life skills that create caring, competent, responsible individuals. In carrying out duties, the Program Assistant is responsible and accountable to both the 4-H Youth Development Extension Educator and the Area Extension Director.

**Responsibilities:**

- Perform a variety of duties for the daily management of a 4-H youth development program that includes teaching, demonstrations, and other educational activities for youth and adult volunteers.
- Assists in recruitment, training and support of 4-H program adult volunteers.
- Work with volunteers and youth to promote and support and maintain the county club program.
- Coordinates the 4-H special events that include summer day camp, the achievement program, public speaking and 4-H participation in the Calvert County Fair and recruitment of 4-H judges and other events as needed.
- Assists in promoting and marketing 4-H and other Extension programs.
- Manages compliance with Civil Rights, Title IX and all guidelines and policies for conducting extension programs and working with youth.
- Interact with community partners/public in a courteous, professional manner.
- Prepare educational literature, promotional flyers, reports, and program documents.
- Maintain accurate client and other program related records.
- Attend regularly scheduled meetings and statewide in-services/training sessions throughout the year.
- Other duties as assigned.

**Qualifications:**

Required -

- High School Diploma or GED.
- Two or more years' experience performing a variety of duties in support of the teaching, demonstration, and outreach work of Extension agents or in community outreach, research, or health or social services programs.
- Basic written and computer skills.
- Experience working independently and in a team environment, and ability to work a flexible schedule (work occasionally on evenings and weekends).
- Evidence of capacity to build UME Diversity, Equity, Inclusion and Respect capacity through the Extension program model.
- This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferred -

- Experience working in disadvantaged/underserved and/or in diverse communities.
- Demonstrated skills communicating with youth from diverse backgrounds.
- Ability to learn and present STEM programming
- Demonstrated ability to establish and maintain effective working relationships with clients, families, volunteers and collaborators.
- Experience with record keeping management
- Ability to operate manual and automated office equipment.

**Conditions of Employment:**

Personal transportation and valid driver's license required. Employee will be required to use their personal vehicle while conducting official business. Some evening and weekend hours required. Occasionally, regional or state travel is required for training and programming. Employment will be contingent upon passing a criminal background check.

Work involves walking, talking, hearing, using hands and arms to reach, handle, lift, move or feel various objects, including furniture and small animals. The employee may be required to push, pull, lift, and /or carry up to 40 pounds. Carts are available for transporting materials. Environmental conditions vary; primarily in office, but also exposed to outdoor conditions during youth camp and fairs.

**Physical Demands of the Position:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Nature of the Position:** This position frequently presents information through vocal and written communication to individuals of various ages, socio-economic, and educational backgrounds.
- **Physical Demands:** A routine part of this position's responsibilities would be to transport materials to and from teaching and event locations, including loading and unloading the vehicle. The employee will frequently lift and/or move items weighing up to 20 pounds. Set-up and teardown of displays, tables, and chairs would be necessary at many teaching sites.
- **Environmental:** Team driven, office environment of professional character, competence, and collaboration. Deadline driven in terms of program planning and reporting. This position requires the employee to work outdoors at certain times of the year, especially during the time field research, demonstrations, and meetings are conducted as well as annual county fair. This may occur during very hot and/or inclement weather.
- **Visual Acuity:** Visual acuity is required for preparing and analyzing written or computer data and presentations.

**Salary & Benefits:** Salary will be commensurate with experience, minimum of **\$27,225.00** for this part-time position (60% FTE). The University of Maryland offers an extensive benefit package, including tuition remission for dependents after two years.

**Applications:** All candidates must apply online at: <https://ejobs.umd.edu/postings/121948>

**Closing Date: September 2, 2024**

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