

Extension Program Assistant

K-State Research and Extension-Pottawatomie County

Our Mission: The mission of K-State Research and Extension-Pottawatomie County is to provide research-based information that improves the lives and livelihoods of Pottawatomie County residents. Extension educators provide public programs and consultation related to Water, Health, Global Food Systems, Community Vitality and Developing Tomorrow's Leaders.

RESPONSIBILITIES:

1. Assist with the coordination and management of the Pottawatomie 4-H Program.

- Assist the Agent with growing the 4-H program through multiple delivery methods and audiences.
- Recruit and promote 4-H club membership and participation.
- Manage and ensure availability of 4-H enrollment systems and databases.
- Assist with Club Leader recruitment.
- Write, edit and solicit materials for newsletters, mailings and electronic media.
- Assist the Agent with 4-H events and activities
- Promote and market 4-H youth development activities.
- Promote, coordinate and encourage youth and adult participation in volunteer orientation and training.
- Communicate the value of the local 4-H program to media, partners and stakeholders.
- Participate in Area and State 4-H youth development program training sessions and updates to remain current in youth development research, 4-H programming, risk management, delivery methods and program policies.
- Help manage 4-H VIP (Volunteer Information Portal)
- Help with the coordination of accommodations for 4-Hers with disabilities

2. Provide support to the Family and Consumer Sciences and the Agriculture and Natural Resources program areas.

- Provide assistance in planning, conducting and evaluating K-State Research & Extension educational programs.
 - Master Gardener
 - SHICK (Senior Health Insurance Counseling of Kansas)
 - School enrichment
 - Assist with event-based programming in areas of Agriculture, Family Consumer Sciences, and Horticulture
 - Other adult and youth programming as needed

QUALIFICATIONS:

Required:

- High school diploma required, Associate degree or Bachelor preferred OR significant experience in a youth development organization (as a member, volunteer, leader, paid staff member or some combination).
- Ability to communicate effectively both verbally and in writing.
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.
- Ability to represent the local K-State Research and Extension office in a professional manner.

Preferred:

- Experience in working with individuals, groups and co-workers to accomplish goals.
- Experience in word processing, email and internet resources.
- Experience in working with volunteers.
- Experience in coordinating events and educational activities.
- Experience and skills in program development, teaching and evaluation.

BENEFITS:

- Salary starting at 19.00 per hour/commensurate with experience
- Annual Leave
- Sick Leave
- Individual health insurance policy
- 10 Designated Paid Holidays
- KPERS Retirement Plan
- K-State Research and Extension is an equal opportunity provider and employer.

Employment Terms

- Probationary Period – Three months from the date of hire.

Work Habits and Attitude Expected:

- Timeliness – Arrive at work on time. Complete assigned work in a timely manner. Office hours are 8:00am-4:30pm with a 30-minute lunch break.
- Occasional night or weekends may be required; any hours over 40 will be flexed or comp time can be taken.
- Cooperation with and loyalty to all agents, staff, and K-State.
- Ability and willingness to follow instructions and directions.
- Exhibit organized work habits.
- Present a groomed appearance, pleasant personality and disposition.

Reimbursement for authorized travel expenses will be made by the local unit and will include mileage in a personal vehicle, lodging and meals for overnight travel.

This agreement may be terminated at any time by a majority vote of the members of the extension board or by the employee.

The employee will work under the guidance and supervision of the local extension director or other extension agent(s).

Employment Terms

- This agreement begins at the date signed below, with no provision for continuing employment, tenure or other permanent employment.
- This is a non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act.
- Pay periods will be monthly.
- Probationary Period – Three months from the date of hire.
- For full-time employees, the monthly pay will be computed by multiplying the hourly pay x the normal hours in a work week x 52 weeks. This will be divided by 12 to determine the monthly compensation. Hours beyond 40 in a work week will be compensated according to the Overtime Compensation Agreement for Non-Exempt Employees (EXOP 3-2).
- Salary – Based on education, experience, and job duties.
- Work Week – 5 days per week, 52 weeks per year except for holidays set by the respective Courthouse, vacation and sick leave).
- Lunch Break – 12-12:30
- Work Breaks – Two, 15-minute breaks daily.
- Holidays – Will follow respective Courthouse holiday schedule.
- Dress – Business Casual (i.e. khakis, slacks, dresses, skirts, or jeans)
- Employee shall hold no other position conflicting with the Pottawatomie County Extension Board. Executive Board will determine what is or is not a conflict.

Benefits

- Employee benefits for this position will include Social Security with the employer contributing the employer’s share of the hourly wage each month to the Social Security Administration.
- Vacation/Sick Leave:
 - Begins accruing with employment.
 - Earned at a rate of 8 hours of vacation and 8 hours of sick per month for a 40 hour per week, full-time employee.
- Maternity Leave:
 - An employee who becomes pregnant may claim and receive maternity leave in the same manner as provided for sick leave. After all sick leave is used, the employee may elect to utilize any accrued vacation leave if available. An employee may also take leave without pay in the same manner as any other employee on leave without pay status.
 - Employees, who have worked at least 1250 hours during the 12-month (52-week) period immediately before the date when the leave is requested, may apply for a maximum of 12 weeks FMLA leave.
- Holiday Pay:
 - The Pottawatomie County Board will grant pay for a full work day on all legal holidays observed by the County Courthouse.
 - Employees on unpaid leave do not receive holiday pay.
- Bereavement Leave:
 - Up to 6 days for immediate family members.
- Compensatory time (comp time):
 - Will be allotted in lieu of overtime pay. Comp time is allotted at 1.5 times the amount of overtime worked. Maximum accrual of comp time is 60 hours (40 hours of overtime). Form EXOP3-2 furnished by K-State shall be attached to this job description form and signed annually.
 - Comp time must be used before any other leave.
- Retirement Program:
 - Employee will become a member of the Kansas Public Employee’s Retirement System (KPERS) upon employment.
- Insurance:
 - A local individual policy will be provided. More information will be given at the interview.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

I understand the above job description and agree to perform those duties stated within it. I also understand that this job description, my job performance, and my compensation will be reviewed annually at the annual budget meeting of the Pottawatomie County Executive Board and/or at any time deemed necessary by the board.

EMPLOYEE SIGNATURE _____ **DATE** _____

SUPERVISOR/MGR SIGNATURE _____ **DATE** _____

EFFECTIVE DATE: _____

**K-State Research and Extension is an equal opportunity provider and employer.
This position will provide educational programs and materials to all people of the Pottawatomie County Extension District without regard to race, color, religion, national origin, sex, age or disability.**

Extension Program Assistant Application Procedure

Please fill out the application and submit a cover letter/resume to:

Attention: Erin Tynon

612 E. Campbell

Westmoreland, KS 66549

You can also submit via email to etynon@ksu.edu. Please ask for a return email to verify that it was received. If you have any questions about the application procedure, feel free to contact the Extension Office, 785-457-3319.