

# 4-H {MOCK} Teen Interviews / 4-H Public Presentations

CCE Job Title:	CCE 4-H Summer Program Assistant
Classification:	Temporary
Minimum Rate of Pay:	\$9.00 per hour
Hours per Week:	30 – 40 hours per week
Job Duration:	May 22 to August 31

## General Statement of Duties

Assist in planning, organizing and implementing 4-H Youth Development activities across \*\*\*\*\* County. Assist in coordination of events, including promotion and publicity.

## Duties will include:

- Work with the youth development staff to organize, implement and evaluate youth development activities. The majority of time will be related to the 4-H Youth Fair which will be held July 6 through July 10 .
- As part of a team, provide support for other youth activities in \*\*\*\*\* County including but not limited to: 4-H Clubs, State Fair, Annual Enrollment paperwork.

## Education

High School student or graduate. Experience and/or interest in 4-H Youth Development required. Required Knowledge, Skills and Abilities

- Ability to work independently and to organize multiple projects at the same time.
- Ability to effectively communicate orally and in writing with individuals
- Strong Computer skills
- Demonstrates and understands the importance of inclusiveness, adaptability, self-development, communication, teamwork, service mindedness, stewardship of resources, and motivation.
- Required valid driver's license and reliable transportation.

## EEO/EPO Accountabilities

Follow CCE policies and work with 4-H and CCE staff to ensure that all youth, regardless of race, gender, socio-economic status, religion, and sexual orientation are welcome and are able to participate. Embrace diversity in all interactions with staff, youth, clientele, and public.

## Reporting Relationships and Type of Supervision Received/Give

Work under direct supervision of 4-H Youth Development staff. May provide supervision of youth.

## Work Site:

Primarily at 56 Main Street \*\*\*\*\* and the \*\*\*\*\* County Fair Grounds

**To apply:** Submit letter, resume, and completed application and bring with you to your interview.