

2026 4-H Office Assistant Application
(4 -6 hours of supervised volunteer work experience with 4-H Staff)
(application deadline July 1)
The 4-H Office Assistants will work with staff at 4-H Acres in 2022.

Name: _____ Age: _____

Phone: _____ Email: _____

Club/Program: _____

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4-H Office Assistant

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NY State Fair Assistant

Why do you want to be considered for this position? _____

How would you rate your computer skills:

_____ very competent

_____ competent

_____ acceptable

_____ I can type, save, print

_____ What's a computer?

_____ Give me a pen and paper!

Experience with: _____ Word
_____ Publisher
_____ Excel
_____ Other: (list)

Please check the tasks that you think best meet your skill set and that you would prefer to do:

_____ Create posters, displays

_____ Make phone calls; to teens to sign up for leadership roles, recruit leaders to recruit
provide baskets for Theme Basket Donation, general assistance with events

_____ Make copies

_____ Create Animal Science Show Books

_____ Update/revise/print certificates

_____ Process Mailings; collate papers, prep and stuff envelopes

_____ Update, help organize files

_____ Prep activities for state fair county booth

_____ Pack gift bags for evaluators

Check your five best qualities:

_____ positive attitude	_____ timeliness	_____ get along well with others
_____ verbal skills	_____ writing skills	_____ pay attention to detail
_____ sense of humor	_____ like a challenge	_____ work efficiently
_____ dependable	_____ trustworthy	_____ dedicated
_____ follow directions	_____ creative	_____ work independently
_____ team player	_____ computer skills	_____ make friends easily

Please check the days that you can work:

_____ July 6	_____ July 7	_____ July 8	_____ July 9
_____ July 13	_____ July 14	_____ July 15	_____ July 16

What time is best: _____ 10:00 a.m. - noon _____ 1:00 - 3:00 p.m. _____ 5:00 - 7:00 p.m.

NY State Fair: _____ August 27 (Exhibits put on display) _____ Sept. 8 (Exhibits off display)
_____ Teen Leader-in District Booth (1 day) _____ Teen Leader (evaluations helper 1- multiple days)

Helpful tips for the job:

- "dress casual"; appropriate jeans/shorts/capris and t-shirts are ok; no short-short hemlines, no see-through garments, no caps/hats worn inside, cover undergarments
- Use a cell phone for personal calls; keep phone on silent or vibrate
- Bring your own lunch/snacks/beverage; refrigerator, toaster oven, microwave, drink machine available
- Arrange transportation to and from the office/4-H Acres
- It's important that you show up when expected, and keep your schedule
- Our goal is to do a job once - ask questions!
- Have fun, and be patient!

Thank you!

I will contact you regarding your application.