

MORGAN COUNTY POSITION DESCRIPTION

TITLE <u>4-H Intern/Clerk Part time Seasonal</u>	GRADE: <u>2</u>
DEPARTMENT <u>Extension Service</u>	DIVISION: <u>Professional & Admin.</u>
EXEMPT/NON-EXEMPT <u>Non-exempt</u>	REVISED: <u>April 2018</u>

GENERAL STATEMENT OF DUTIES:

The Morgan County 4-H intern is responsible for working with the 4-H Extension Staff and assists in the organization and delivery of the Morgan County 4-H Program. Primary job duties include assisting with the 4-H program in Morgan County and working with adult and youth volunteers in the design and implementation of educational programs. Must be a self-starter, able to work on his/her own after training and direction, proficient in Microsoft Office and have knowledge and experience with 4-H or other youth organizations is desirable. Qualified applicants must possess organizational, leadership, and communication skills, access to transportation adequate for the job responsibilities and the flexibility to work some weekends and evenings.

ESSENTIAL JOB FUNCTIONS:

(The County reserves the right to modify or change the duties or essential functions of this job at any time)

- Assist with 4-H School Programs and Summer Programs
- Develop promotional materials and assist with a marketing plan for Morgan County 4-H
- Promote 4-H/Extension and recruit 4-H members through activities and programs
- Assist with presentation of educational workshops for Morgan County 4-H Members and leaders
- Assist with 4-H Record Books, presenting workshops and assisting with the organization of the record books
- Work appropriately with all 4-H parents and youth and serve as a positive role model to 4-H youth
- Will have the opportunity to work with all agents in the office
- Any other duties as determined by the Extension Staff as they arise.
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Morgan County Fair Responsibilities Include:

- Assist with awards planning for Morgan County Fair
- Attend/help throughout 4-H Pre-Fair and Fair week with shows, special events and in the Extension Office
- Attend and assist with Fair judging, Fair Set up and Fair tear down
- Assist with the inventory and distribution of ribbons and supplies for all 4-H areas during the Morgan County Fair
- Assist the 4-H staff with Livestock Shows and Events during fair
- Any other duties as determined by the 4-H Staff as they arise

SUPERVISION RECEIVED:

Works under the supervision of the Morgan County Extension Director

ESSENTIAL JOB SKILLS:

- Strong verbal and interpersonal skills required to communicate with public. Skills in working with people as individuals, groups and staff (teamwork) to accomplish individual and/or group goals, as indicated by experience and references. Ability to work while frequently interrupted; also may require working on two projects at one time.
- Recognizing and maintaining confidentiality of work materials as appropriate
- Computer literacy and experience in word processing, spreadsheets and other office programs
- Ability to proof read written text for spelling and grammatical errors.

EDUCATION:

- Minimum of high school diploma or GED equivalent

QUALIFICATIONS:

- Must be a minimum of 18 years old
- Valid driver's license
- Ability to type 40 wpm accurately; ability to use office equipment such as computer, copier and multi-extension telephone.
- Good verbal and interpersonal skills

DESIRED QUALIFICATIONS:

- Experience with Cooperative Extension and 4-H programs.

WORK ENVIRONMENT:

Work is generally confined to a standard office environment; although, there will be hands-on interaction with livestock and plants outside the office environment.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- LIFTING - Must be able to lift, carry, push or pull a minimum of 50 pounds.

- MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- DEXTERITY - Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- DRIVING - Individual must be able to operate a motor vehicle.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently : Activity exists between 1/3 and 2/3 of the time.

*Constantly : Activity exists more than 2/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee:	Date:
Human Resources:	Date: