



TITLE: MSU Extension 4-H Military Program Assistant – Macomb County

FUNCTION: Plan and deliver 4-H programs to military connected youth under the direction of full-time 4-H Staff.

RESPONSIBILITIES:

- Produce innovative programming including camps, workshops, 4-H clubs, afterschool clubs, cross-cultural experience programs, community service opportunities, partnership with community leaders and caring adults
- Create and deliver opportunities for family engagement, youth leadership and civic engagement, skill and capacity building, cultural immersion and 4-H club experiences to youth involved in the MST and SAC after-school programs.
- Build an awareness of resources available for military families through MSU Extension.
- Assist in training 4-H volunteers
- Maintain program records related to reporting needs
- General clerical duties including typing, filing, answering phones, photocopying, and faxing.
- Attend all assigned professional development and team meetings
- Organize, track, and order supplies
- Create promotional media materials such as flyers, brochures, and info graphs
- Promote events using various social media outlets
- Perform other related duties as assigned

EDUCATION / EXPERIENCE: Some education including relevant coursework in a field related to youth development, education, or recreation, or work and/formal training in a related field. One year related experience including demonstrated ability to perform the duties of the position. Experience working with military desired.

KNOWLEDGE, SKILLS, & ABILITIES: Excellent written and verbal skills and the ability to follow instructions. Comfortable delivering programming to youth and adult audiences. May be required to use Word, Excel, Publisher, PowerPoint, and Outlook. Ability to manage time effectively is required.

SUPERVISION RECEIVED: Reports to full-time 4-H Program Coordinator. May take direction from other full-time staff.

SUPERVISION GIVEN: May direct 4-H volunteers and 4-H youth members as assigned

SALARY: \$14.00/hour

HOURS: Part-time position. Not to exceed 20 hours per week. May include evening, weekend, and holiday hours.

TO APPLY: Please send a cover letter and resume to Katelyn Burns at burnska9@msu.edu.

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