

JOB DESCRIPTION

TITLE: PROGRAM ASSISTANT, WISE COUNTY

NATURE AND SCOPE: The Program Assistant works with the County Extension Agent-Family and Consumer Sciences(CEA-FCS), County Extension Agent-Agriculture and Natural Resources(CEA-AG/NR) and the County Extension Agent-4-H(CEA-4-H) in planning, developing, and conducting county sponsored programs and performs duties necessary to assist the County Extension Agents in the day-to-day conduct of programs. The program assistant will be under direct supervision of CEA-FCS.

- The Program Assistant will assist the CEA-4-H, as well as CEA-FCS and CEA-AG/NR with expanding the 4-H program to reach new and existing youth audiences within Wise County and providing curriculum enrichment materials and training to all school districts in the county. The Program Assistant will be assigned specific tasks which will result in increased enrollment in curriculum enrichment programs. Tasks will also include special interest projects targeted at 4-H and youth audiences.
- The Program Assistant will assist the CEA-AG/NR with educational programs that support the food and fiber industry, agriculture, and natural resources.
- The Program Assistant will assist the CEA-FCS with educational programs that support health, diet, nutrition, parenting, child care and other programs that support families and community resource development.

Programming efforts will utilize materials from Texas A&M AgriLife Extension Service, other state/national Extension programs and universities and government agencies that are research based.

The 4-H Program Assistant is a part-time employee of Wise County.

REQUIREMENTS:

1. High School Diploma or GED equivalent.
2. Appropriate background which includes organizational experience and respected leadership by people in the area.
3. Knowledge of basic mathematical principles, modern office procedures, methods and computer equipment.
4. Reliable transportation, automobile liability insurance, and current Texas driver's license.
5. Personal telephone.
6. Be in good health as evidenced by a physical examination.
7. Is able to work occasional evenings and weekends.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

1. Excellent people skills with an ability to market Extension programs to school officials and resource persons as well as the general public.
2. Ability to develop and present instructional materials (i.e., lesson plans, audio visual aids).
3. Good telephone communication skills.
4. Understanding and interpretation of Federal, State, District, and County policies and regulations affecting clientele and staff.
5. Conflict resolution and crisis management skills.
6. Ability to manage scheduling of resource persons, materials, and presentations on a variety of topics implemented simultaneously.
7. Self-starter, motivator, and enthusiastic.
8. Public relations skills.
9. Ability to work as a member of a team.