

# POSITION ANNOUNCEMENT

## 4-H Part-time Summer Staff

Davie County Center of NC Cooperative Extension, Mocksville, NC

- Application Deadline: March 12<sup>th</sup>, 2010 or until position is filled.
- Position Duration: Part-time, temporary position with Davie County Government, no benefits.
- Approximately 30 hours a week, May – August, possible weekend work.
- Pay Range: \$9.00 - \$12.00 per hour, depending on experience and qualifications.
- Must hold a valid NC Driver's License and have access to a reliable vehicle to be used in travel on job. Travel mileage reimbursement provided.
- Final candidates must successfully complete pre-employment drug screening, background checks.
- Davie County & NC Cooperative Extension are equal opportunity and affirmative action employers.
- Applicants must complete a State of North Carolina Application for employment form PD 107 found at: <http://davie.ces.ncsu.edu>, link to "Youth and 4-H" or may be picked up from the Davie County NC Cooperative Extension Center.
- For more information, see Internet address above, or call Cooperative Extension at 336/753-6100.

### 4-H SUMMER STAFF DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Serve as a team member on 4-H and NC Cooperative Extension-Davie County Center staff, providing summer enrichment programming for youth between 5-18 years of age.
- Act as official 4-H/Extension representative at activities.
- Plan and conduct programs for youth utilizing 4-H life-skill curriculum and principles.
- Organize and supervise community volunteers to teach and assist with programs.
- Attend training and planning sessions.
- Utilize appropriate behavior management techniques.
- Be responsible for physical and psychological well being of youth and volunteers.
- Adhere to, and enforce, all policies and procedures established by Davie County, NC Cooperative Extension, and 4-H.
- Coordinate supplies, facilities, transportation, meals and snacks as necessary.
- Take charge of facility set-up and clean up.
- Coordinate check-in/registration of events; supervise youth pick-up.
- Ensure appropriate evaluation of programs.

### QUALIFICATIONS:

- Experience in youth development and knowledge and understanding of basic child development, teaching technique and learning styles is desirable.
- Personal qualities of being organized, creative, hard working, patient, responsible, high energy level and a desire to learn and share with others.
- Good communication skills.
- Knowledge and background in the 4-H program and NC Cooperative Extension is desirable.
- Must be at least 18 years of age.
- High School Diploma or GED.
- The successful applicant is expected, on their own, to be able to set up, take down and/or transport items that may be needed to conduct programs; to include but not limited to, tables, chairs, AV equipment, coolers, and educational materials.

Mail or deliver applications to: NC Cooperative Extension, 4-H Summer Staff  
180 S. Main St., Suite 210  
Mocksville, NC 27028