

PURDUE COOPERATIVE EXTENSION SERVICE

JASPER COUNTY

POSITION ANNOUNCEMENT

JOB TITLE: 4-H SUMMER ASSISTANT

LOCATION: Purdue Extension - Jasper County
2530 N McKinley Ave, STE 1
Rensselaer, IN 47978

TERM OF EMPLOYMENT: Early June – Early August

QUALIFICATIONS:

Strong computer and communication skills required.
Good knowledge of 4-H preferred.
Person needs an ability and enthusiasm for working with people, flexibility in adapting to changing situations quickly, and the ability to plan, coordinate and carry out activities.
Must have access to reliable transportation.
Must have high school diploma or GED/HSE equivalent.

DEADLINE TO APPLY:

March 29, 2024

CONTACT:

Purdue Extension- Jasper County Office, (765) 762-3231
Peyton Newman (newman84@purdue.edu)

**JOB DESCRIPTION AND
RESPONSIBILITIES:**

Handle 4-H clerical work as needed, i.e. assisting with mailings, making phone calls, data entry.
Learn 4-HOnline & FairEntry databases.
Help with project check-in, judging, & display for the Jasper County 4-H Fair.
Assist in managing the Junior Leader Stand
Mini 4-H Day Camp and 4-H Camp
Promote Extension activities & 4-H Fair events via multi-media productions & social media.
Other responsibilities as needed.