

Risk Management/Insurance Department
Department
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Payroll/Retirement

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**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**EXTENSION YOUTH PROGRAM ASSISTANT
ECTOR COUNTY AGRILIFE EXTENSION**

Texas A&M AgriLife Extension, Ector Co seeking candidate with BS degree in Science or Education to facilitate 4-H School Enrichment programs to school age audiences.

This individual will serve Ector County and work directly with the 4-H Youth Development Coordinator to provide support in the area of school enrichment and 4-H programs. Assists in management of outreach education to non-4-H youth as well as the 4-H Club program. This position will train and assist teachers with classroom curriculum, evaluate the impact of the program with school age children. It will also support the 4-H Program including but not limited to livestock programs, Family & Community Health programs, leadership programs, summer camps, county stock show, fund raisers and community events. This position also includes maintaining and expanding an existing volunteer base, building community partnerships, and managing and expanding revenues including grant writing. The employee works in conjunction with the 4-H Youth Development Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implementing and evaluating research-based educational youth development materials and programs to reach a variety of target youth audiences.
- Identify methods to increase outreach to targeted clientele and under-represented groups with technical subject matter.
- Be creative in the use of technology as a teaching and learning tool. Cooperate and collaborate with Extension Work Team as assigned, and staff to review resources that can be utilized in the delivery of youth programming.
- Keep accurate records and be responsible for developing and interpreting impact data.
- Ensure compliance with the Texas A&M AgriLife Extension's affirmative action plans. Through public notifications and "All Reasonable Efforts" make educational

programs accessible to all clientele without regard to age, ancestry, color, national origin, religion, sex, sexual orientation, age, or handicap.

- Support the 4-H School Enrichment Programs by contacting Ector County schools to determine participation. Set up and facilitate training sessions for teachers that will provide information about the programs and instruction on use of equipment. Provide educational materials, equipment, and technical support to the instructors.
- Offer limited technical assistance to teachers upon request.
- Performs other job-related duties as directed by supervisor(s).

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Bachelor's degree preferred in elementary or secondary science, early childhood education, or child development. Experience in curriculum development, training, and program evaluation.

KNOWLEDGE, SKILL AND ABILITIES:

Experience in developing educational and promotional materials using a variety of media including print, video, and electronic. Ability and desire to interact with diverse audiences. Interest and ability to work with elementary science concepts.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be able to receive a Texas Notary Public Commission and be an enrolled Texas 4-H Adult Volunteer.

PHYSICAL DEMANDS:

Position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, elected officials, external agencies and the general public. Occasionally required to lift up to 30 lbs. Willingness to handle and work with live organisms (insects, chicks, plants, livestock).

WORK ENVIRONMENT:

Position includes working in an well-equipped air-conditioned office, as well as outdoors in school gardens and other educational settings. Must be willing to accommodate flexible schedule needs when necessary.

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SALARY: \$18.40 p/h with benefits; work days & hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DJHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.