



**OSU Extension Wayne County
Summer 4-H Assistant Position**

Qualifications:

2015 college student with an interest in working with people preferred. Strong written and oral communication skills, organizational skills and teaching skills highly desired. Preference will be given to individuals majoring in an agriculture-related field, communications, or education and to individuals with 4-H or FFA experience. Candidate will need to successfully complete a BCI fingerprint background check prior to employment with OSU Extension Wayne County.

Job Responsibilities:

Individual will have diverse responsibilities, including, but not limited to:

- (65%) – Assisting 4-H Educator and 4-H Program Assistant with planning, organizing, and conducting summer 4-H programs, activities, and events such as cloverbud day camp, food and fashion board meetings, junior camp, junior fair board meetings, livestock clinics, teen camp, skillathon, summer horse fun shows, and project judging events.
- (10%) – Assisting with preparing Ohio State Fair project area packets for county winners selected to advance to State Fair competition and assisting with preparing summer organizational advisor packets.
- (10%) – Assisting with data entry, drafting correspondence, preparing letters, mailings, forms, newsletters, and reports as needed.
- (15%) - Assisting with general office support as needed (answering phones and providing customer service to walk-ins).

Position Duration:

15 weeks at 40 hours per week, beginning on or about May 17 (exact start date is negotiable). Some evening and weekend work included. Some possible as-needed work through December may be available, hours and days negotiable.

Wages:

Wages of \$8.10 - \$10.00 per hour based on previous work experience

Supervisors:

Melinda Hill, County Extension Director and Extension Educator, Family and Consumer Sciences, OSU Extension Wayne County. Contact via email at hill.14@osu.edu or by calling 330-264-8722.

Doug Foxx, Extension Educator, 4-H Youth Development, OSU Extension Wayne County. Contact via email at foxx.2@osu.edu or by calling 330-264-8722.

Deadline:

Applications must be submitted on-line at <http://go.osu.edu/OSUextensionapplication> (cAsE SenSiTiVe link) by **April 1, 2015**. *You must enter "Wayne" in the position number field on the on-line application.*

Interviews are tentatively planned for the morning of April 7th and/or afternoon of April 8th.