



POSITION ANNOUNCEMENT Limited Term, Part-time

DATE: January 20, 2011

POSITION TITLE

4-H Agent Assistant

Closing Date: February 4, 2011

Salary: \$10.55 per hour

For an application download applicant data form at www.aces.edu/hr

The primary duties of this position will be oriented toward 4-H and Youth Development programs in Madison County. Responsibilities will focus on leadership for in-school 4-H Club Programs and other 4-H and Extension responsibilities as assigned. The Agent Assistant will present programs to youth; provide written evaluation of results for future program planning; and will assist the county office in 4-H programming efforts. The incumbent will be responsible for meeting with in-school 4-H clubs; planning and delivering leadership program opportunities for 4-H'ers; maintaining administrative records pertinent to 4-H; leading various 4-H events, and performing other duties as assigned.

The Agent Assistant will have a flexible 30-hour week schedule and will periodically provide evening and/or weekend service.

This is a non-benefit position and continued employment is based on the continuation of extramural funding.

Job Specifications

Minimum qualifications required are high school diploma/GED and some related work experience. Evidence of bi-lingual/bi-cultural ability and experience working with Hispanic communities is preferred. Must have effective communication and human relations skills; a working knowledge in operating a personal computer) experience with software programs including Microsoft Office. Must be able to communicate effectively with youth; must be able to work collaboratively and professionally with families and co-workers; must have a sincere interest in working with volunteers and professional staff in an educational setting, and the ability to recruit, train and motivate volunteers while nurturing positive self-esteem; decision-making and leadership skills; ability to follow instructions related to work with minimum supervision from professional staff; a willingness to become familiar with and work within the philosophy and guidelines of the Alabama Cooperative Extension System. Must have a valid driver's license and reliable transportation.

Application Process:

For Specifics about Job Duties Contact:

Walter Harris, County Extension Coordinator
Charles Stone Agricultural Center, 819 Cook Avenue
Huntsville, AL 35801
Telephone: (256) 541-2063
Fax: (256) 532-1581
E-mail: harriwb@aces.edu

HISPANICS AND WOMEN ARE ENCOURAGED TO APPLY.

ALABAMA A&M AND AUBURN UNIVERSITIES, AND TUSKEGEE UNIVERSITY, COUNTY GOVERNING BODIES AND USDA COOPERATING

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