



THE UNIVERSITY OF GEORGIA
COOPERATIVE EXTENSION
Colleges of Agricultural and Environmental Sciences & Family and Consumer Sciences

**4-H PROGRAM ASSISTANT
JOB DESCRIPTION**

ROLE:

The 4-H Program Assistant works with the County Extension Agent in planning, developing, and conducting one of several county-sponsored programs and performs duties necessary to assist the County Extension Agent in the day-to-day conduct of programs.

Work includes responsible, supervisory, paraprofessional work and involves the supervision of tasks necessary in planning, developing, and directing these educational programs. This employee must exhibit qualities of independent judgment. Work is performed under general supervision.

ILLUSTRATIVE NATURE OF WORK:

1. Plans, organizes, schedules, and conducts a variety of program activities and events.
2. Supervises and trains other Program Assistants.
3. Serves in a training role for volunteer leaders by providing them with program ideas and materials.
4. Attends local, district, and state program activities and events in the place of the County Extension Agent.
5. Assists the County Extension Agent by researching and providing information requested by clients.
6. Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Ability to relate effectively to young people and adults.
2. Extensive knowledge and experience in the program area of responsibility.
3. Knowledge of the interests and behavior of the program participants.

4. Skill in planning a variety of programs for the target audiences.
5. Ability to supervise the work of others.

DESIRABLE TRAINING AND EXPERIENCE:

Graduation from a two year college or vocational/technical school with course emphasis in human relations and/or youth development or other relevant subject matters and experience in program planning; or an equivalent combination of training and experience.