

**Position:** Lemhi County 4-H Assistant Position

**Overview:** The Lemhi County 4-H Assistant provides the organizational framework for 4-H programs within Lemhi County. The 4-H Assistant works as a team member with Extension faculty, office staff, 4-H Leader's council, 4-H leaders and 4-H youth to provide educational programs through various venues. The 4-H Assistant will focus on developing and maintaining non-livestock projects and programming. Some job responsibilities may change dependent on strengths and interests of the person hired.

**Employer:** Lemhi County

**Supervisor:** Shannon Williams, University of Idaho Extension Educator

**Salary:** \$16.42 per hour plus full county benefits

County benefits include health insurance at no cost to the employee; PERSI retirement benefits with the county contributing 11.96%; annual leave of 6.67 hours per month after the first six months; 8 hours of sick leave per month; 11 paid holidays; and bereavement leave.

**Hours:** 40 hours per week with some evenings, some weekends, some overnight stays

**Job Duties:**

- 4-H Leadership
  - Recruit, train, and organize new and existing 4-H leaders
  - Organize and lead volunteers in 4-H programs
  - Develop, organize, and lead current and new 4-H activities
  - Serve as an advisor and attend 4-H Advisory Council meetings
  - Serve as a member of the 4-H Camp Team, attend and teach workshops at 4-H Camp
  - Oversee the 4-H project displays and 4-H activities during the Lemhi County Fair
- School programming
  - Serve on the Agriculture Week committee and teach agricultural related workshops in the school
  - Serve on the STEM week committee and teach STEM related workshops in the school
- 4-H Marketing
  - Responsible for social media promotions
  - Develop quarterly newsletters
  - Coordinate 4-H promotion and sign-up
  - Write newspaper articles about 4-H events
- 4-H Fundraising
  - Recruit donations for 4-H awards and activities
  - Research and apply for grants
- Other Duties
  - Function as a team member of the Extension office
  - Maintain the 4-H data base and financial records
  - Cover the office when scheduling requires it
- Trainings
  - Participate in web based, county, district and state trainings
- Travel
  - Travel to 4-H camp in Alpine, Wyoming for 3 days and 2 nights
  - Attend over-night 4-H training(s) offered outside of the county
  - Transport & chaperone youth at 4-H programs both inside and outside of the county

**Minimum qualifications:**

- Must be 21 years or older
- Valid driver's license
- Ability to pass background check
- Experience with youth programs
- Computer literacy
- Able to walk stairs and carry a minimum of 25 pounds

**Desired qualifications:**

- Familiarity with the 4-H program
- Ability to utilize Microsoft Word, Excel, Publisher, Power Point and Outlook
- Willing to learn new computer programs
- Experience in writing news releases, newsletters, social media posts
- Team player
- Interest in STEM, home arts, shooting sports, etc.

**To Apply:** Position is open till a suitable candidate is found. First review of applications will take place on Friday, November 15. Send letter of interest (highlighting your qualifications), resume' and 3 references with contact information to:

Shannon Williams, Lemhi County Extension Office  
200 Fulton, Suite 202, Salmon, ID 83467  
Email: [shannonw@uidaho.edu](mailto:shannonw@uidaho.edu) Phone number: 208-742-1696

**Interview:** Those selected for interviews will be asked to present at 15 minute workshop on a 4-H related topic of their choice to the interview panel as if they were teaching a group of 8 to 12 year olds. There will be 8 to 10 in the audience.