

**WALLER COUNTY OFFICE**

**Part Time (20hrs)-Program Assistant 4-H Job Description**

**Agency:** Texas A&M AgriLife Extension Service – Waller County

**Location:** 846 6<sup>th</sup> St, Hempstead, Texas

**Description:**

- Works with County Agents and office staff members to coordinate and implement current program events and activities.
- Participates in and provides feedback for regular conferences and meetings where program results and plans are discussed. Seeks information from colleagues and mentors regarding the history, purpose and mission of Texas AgriLife Extension Service.
- Assists in preparations for planned events and activities by gathering information, assembling materials, contacting participants, and soliciting support from external sources. As appropriate, conducts the teaching, training, or other program presentations.
- In some cases, the program assistant may identify and develop a value-added process, program, or training tool that may be implemented within the hosting unit's current operations. This contribution should provide a substantial addition to the intern's resume as practical and applicable work experience.
- The responsibilities of the county Program Assistant-4-H are performed in a professional manner through coordination and cooperation with other county staff members under the supervision of the Waller County Extension Coordinator.

**Major Duties and Responsibilities:**

- Planning
  - Assumes responsibility for planning with committees, groups and organizations to conduct educational programs and activities.
  - Plans evaluation techniques for significant program activities.
  - Plans regularly with the total staff to coordinate programming efforts.
- Program Implementation
  - Assumes leadership responsibility in implementing the planned educational programs and activities in assigned program areas.
  - Supports and assists as needed in the implementation of educational programs and activities in program areas for which other staff members have assigned leadership responsibilities.
  - Assumes leadership or serves in a supporting role in implementing emergency programs as needs arise.
  - Identifies, recruits and trains local leaders to enable them to effectively perform their duties in committees, clubs and organizations.
  - Uses a variety of teaching methods, techniques, activities and materials in conducting educational programs.
  - Complies with the provisions of Title VI of the Civil Rights Act of 1964 and the Affirmative Action Plan of the Texas AgriLife Extension Service in conducting Extension educational programs.
  - Works with and supports Extension-sponsored groups, such as 4-H clubs and Program Area Committees, toward the achievement of increased participation and strengthened programs.

Texas A&M AgriLife Extension Service  
846 6<sup>th</sup> Street | Hempstead, Texas 77445

Tel. 979-826-7651 | Fax. 979-826-7654 | Waller.agriLife.org

- Evaluation
  - Uses appropriate evaluation techniques to determine the progress of program activities in reaching the objectives of the county program.
  - Uses evaluation findings and suggestions from the people in making program revisions.
- Reporting
  - Maintains appropriate communications with county, district and administrative staffs to facilitate full understanding of the county program.
  - Prepares annual, monthly and special reports to show results of planning, program accomplishments and changes in the behavior of people resulting from educational programs. Reports are shared with appropriate individuals and groups.
- Office Management
  - Maintains a neat, attractive office which facilitates effective working conditions and represents a favorable image.
  - Keeps informed on Extension policy, research reports and publications which are applicable to program responsibilities and position description.
  - Participates in regularly scheduled county staff conferences to coordinate plans, activities and joint work to promote staff teamwork and to make the best use of each agent's time.
  - Cooperates in the maintenance of uniform files, up-to-date mailing lists, membership rolls of Extension related organizations and up-to-date inventories.
  - Keeps informed on and complies with the Equal Employment Opportunity Program of Texas Cooperative Extension.
  - Cooperates with other staff members in the development and implementation of and EEO Action Plan for the county office unit.
- Professional Development
  - Develops a long-range professional improvement plan with the Waller County Extension Coordinator.
  - Participates in formal and informal training opportunities to increase knowledge and skills and keep up-to-date on technical advances.

## **Relationships**

- Supervisory
  - Works under the supervision of the Waller county Extension Coordinator.
  - Provides leadership for the work of the county staff members for whom training responsibilities have been assigned.
- Coordinative
  - Works cooperatively with other staff members and participates regularly in staff conferences to coordinate planning, implementing and evaluating the county program to meet the needs of the people.
- Public
  - Maintains good relations with all Extension clientele.
  - Represents Waller County as a professional staff member.

**Qualifications:**

- High School Diploma required.
- Academic qualifications sufficient to indicate competence in technical subject.
- Must have strong oral and written communications skills, and be able to work effectively and build relationships with others.
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences.
- Must possess deductive reasoning skills and be able to analyze and synthesize information for problem solving.
- Must be willing to travel within the local area and work flexible hours. In other words, this position requires travel connected with official duties, including attendance at night and weekend meetings. (Limited mileage reimbursement is included.)
- Must possess or be able to obtain a valid driver's license and have access to reliable transportation.
- Must successfully complete Criminal History Record Check.
- Experience equivalency may be considered if related and relevant to job responsibilities. Additional experience may be required for specified positions.

To apply for this position, please submit county application, resume and cover letter by November 30<sup>th</sup> to:

Stacie Villarreal

846 6<sup>th</sup> St.

Hempstead, TX 77445

or by email at [stacie.villarreal@ag.tamu.edu](mailto:stacie.villarreal@ag.tamu.edu)

For questions concerning this position, please contact:

Stacie Villarreal at 979-826-7651 or [Stacie.villarreal@ag.tamu.edu](mailto:Stacie.villarreal@ag.tamu.edu)