

Switzerland County Extension Office Program Assistant

Description:

The summer program assistant is responsible to work with the Extension office staff in preparation for and execution of the county 4-H fair. The assistant will also work directly with extension educators to organize and carry out programs in other extension areas.

Responsibilities:

- Prepare advertising with newspaper and radio for county 4H fair.
- Prepare mailings, notices, flyers, etc.
- Update county fair 4-H records, 4-H awards, materials, supplies, etc.
- Supervise Jr. Leader's in preparation and implementation of Mini 4-H Day Camp and Mini 4-H Fun Day.
- Assist with 4-H project check-in and display of projects for public viewing.
- Staff 4-H office during the county fair and assist with paperwork.
- Inventory fair supplies, update records, inventory 4-H project manuals.
- Assist educators with other educational programs throughout the summer.

Qualifications:

Be a college student and not in your final year of studies. Applicants should have good communication skills, customer service skills, basic knowledge of Microsoft Office and general office equipment.

Apply by sending your resume to keweaver@purdue.edu.