

**UNIVERSITY OF MARYLAND  
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
UNIVERSITY OF MARYLAND EXTENSION (UME)**

**POSITION ANNOUNCEMENT**

**Title:** *Extension Program Assistant*

**Position Number:** 126090

**Category Status:** *Non-Exempt, Contingent II, Full-time*

**Unit:** *AGNR-UME-Washington*

**Home Office Location:** *Washington County Extension Office, 7303 Sharpsburg Pike, Boonsboro, MD 21713*

**Position Summary/Purpose of Position:**

Under the general supervision of the Area Extension Director, the program assistant performs a variety of duties with the 4-H youth development program of the University of Maryland Extension - Washington County. The program assistant will support ongoing 4-H youth initiatives, special projects and team-oriented assignments.

**Responsibilities:**

- Assist with developing, teaching, and evaluating in-person and virtual lessons for youth in school and after-school settings throughout Washington County. The topics of the lessons may include agriculture, embryology, health, science, technology, entrepreneurship, life skills, etc.
- Design, deliver, and evaluate camping programs. Recruit and train adult volunteers and teen leaders to operate and provide educational programs at various camps.
- Expand the 4-H Club program by assisting with creation of new clubs and recruiting new members through back-to-school nights and other community outreach opportunities.
- Assist members and volunteers with the record book process, including recruitment of judges, and coordinating the recognition of members' record books.
- Assist with annual club-based events such as 4-H Achievement Night, public speaking, officer training, etc.
- Assist with organization and implementation of 4-H events at the Washington County Ag Expo and Fair.
- Participate as a team member with other faculty and staff to assist with educational programs that meet the needs of the 4-H Program.
- Perform general office tasks such as monitoring and ordering standard program supplies; collating and assembling documents; photocopying correspondence and reports; attending meetings; and performing additional duties as required.
- Participate in professional development opportunities to keep abreast of current research, new educational methods, as well as UME's administrative procedures, etc.
- Complete travel reimbursement requests using the electronic forms (ELF) system within 60 days of date of travel.
- Complete electronic bi-weekly time sheet using the PHR system.
- Assist 4-H Faculty member with programs and reporting, as needed.

**Qualifications:**

*Required –*

- High School Diploma or GED
- Five years' experience performing a variety of duties in support of the teaching, demonstration, and advising work of Extension agents or experience in community outreach, education or other youth programs.
- This position is subject to a Criminal History Record Check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

*Preferred –*

- Working knowledge in youth development.
- Skill to plan and carry out details of projects with general instruction.
- Ability to communicate effectively, both orally and in writing.

- Demonstrated computer proficiency with Microsoft Office (Word, Excel, Access, Publisher and PowerPoint).
- May require night and weekend hours.
- Must have a valid driver's license and transportation.

**Physical Demands of the Position:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Nature of the Position:** The position frequently presents information through vocal and written communication to individuals of various ages, socio-economic, and educational backgrounds. The ability to express or exchange ideas vocally is important, as well as the ability to hear and perceive information at normal spoken work levels.
- **Physical Demands:** A routine part of the position's responsibilities would be to transport materials to and from teaching/event locations, including loading and unloading the vehicle. The employee will frequently lift and/or move items weighing up to 30 pounds. Set-up and tear-down of displays, tables, and chairs would be necessary at many teaching sites.
- **Environmental:** Deadline driven in terms of program planning and reporting. Active office, with interruptions from visitors, phone calls, and background noise. This position requires the employee to work outdoors at certain times of the year, especially during the time of annual fair, 4-H residential or day camps and youth recreation activities. This may occur during very hot and/or inclement weather.
- **Visual Acuity:** Visual acuity is required for driving and preparing and analyzing written or computer data and presentations.

**Salary & Benefits:**

Salary will be commensurate with experience starting at \$35,438.00. The University of Maryland offers an extensive benefits package.

**Applications:**

All candidates must apply online at <https://ejobs.umd.edu/postings/80817>.

**Closing Date: Monday, February 8, 2021**