

CCE Job Title: CCE 4-H Summer Program Assistant
Classification: Temporary
Minimum Rate of Pay: \$12.00 per hour
Hours per Week: 30 – 40 hours per week
Job Duration: May 22 to August 31

General Statement of Duties

Assist in planning, organizing and implementing 4-H Youth Development activities across Cortland County. Assist in coordination of events, including promotion and publicity.

Duties will include:

- Work with the youth development staff to organize, implement and evaluate youth development activities. The majority of time will be related to the 4-H Youth Fair which will be held July 7 through July 11.
- As part of a team, provide support for other youth activities in Cortland County including but not limited to: 4-H Clubs, State Fair, Annual Enrollment paperwork.

Education

High School student or graduate. Experience and/or interest in 4-H Youth Development required.
Required Knowledge, Skills and Abilities

- Ability to work independently and to organize multiple projects at the same time.
- Ability to effectively communicate orally and in writing with individuals
- Strong Computer skills
- Demonstrates and understands the importance of inclusiveness, adaptability, self-development, communication, teamwork, service mindedness, stewardship of resources, and motivation.
- Required valid driver's license and reliable transportation.

EEO/EPO Accountabilities

Follow CCE policies and work with 4-H and CCE staff to ensure that all youth, regardless of race, gender, socio-economic status, religion, and sexual orientation are welcome and are able to participate. Embrace diversity in all interactions with staff, youth, clientele, and public.

Reporting Relationships and Type of Supervision Received/Give

Work under direct supervision of 4-H Youth Development staff. May provide supervision of youth.

Work Site:

Primarily at 60 Central Ave, Cortland and the Cortland Jr Fair Grounds .

To apply: Submit letter, resume, and completed application and bring with you to your interview.