



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B7130	Title:	Program Assistant - 4-H and Youth
Pay Group:	10	Department:	County Agriculture Extension
FLSA Status:	Non- Exempt	Reports To:	County Coordinator, BCCC
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Provides leadership for the Brazos County 4-H & Youth Development Program under direction of the 4-H Agent. Assists in planning, implementing, training, and evaluating an effective outcome-based youth program

Essential Duties:

Develops and coordinates committees that provide direction for Extension programs supporting 4-H. Provides training for committees, other program volunteers, and 4-H youth to enhance program and develop youth life skills. Works with schools and community-based organizations to effectively expand the outreach and scope of the Extension 4-H & Youth Development Program in Brazos County.

Other Duties as assigned.

<i>Supervision</i>	
Received:	Reports to the 4-H Agent and the county coordinator
Given:	Oversee 4-H adult volunteers and youth. Coordinates various 4-H committees and project areas

<i>Education</i>	
Required:	High School Diploma
Preferred:	Bachelor's degree in a related field

<i>Experience</i>	
Required:	Experience in program/project coordination, planning, implementation, and teaching
Preferred:	Experience working with youth; Demonstrated professional & technical competencies in related area

<i>Certificates, Licenses, Registrations</i>	
Required:	Texas Drivers License
Preferred:	

<i>Physical Demands</i>	
Typical:	Light, sitting, standing, lifting up to 20 pounds; work some evenings and weekends.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Microsoft Office (Word, Excel, PowerPoint, Outlook); strong service ethic; communicate effectively, organize people, and meet deadlines.