

# ORANGE COUNTY, TEXAS

## JOB POSTING

PLEASE NOTE: Recruiting is now taking place for the position indicated above. If you meet the requirements and are interested in applying for this position, please submit **the ONLINE Application at [co.orange.tx.us](http://co.orange.tx.us)**.

- ◆ **POSITION:** Part Time 4-H Program Assistant
- ◆ **DEPARTMENT:** Texas A&M AgriLife Extension
- ◆ **SALARY:** \$10.00 an hour up to 29 hours per week
- ◆ **DESCRIPTION:** Will work closely with 4-H adult volunteers and directly under the supervision of the Agriculture and FCH Agents. Will be planning, developing and implementing 4-H programs to reach youth not currently enrolled in Orange 4-H and program leader training. Will assist with organization of county 4-H clubs, and assisting agents with monthly reports. Other duties may be assigned
- ◆ **REQUIREMENTS**
  - **EDUCATION:**
    - High School Diploma or equivalent.
    - Communication skills; both oral and written. Ability to follow directions.
    - High level of comfort in dealing with various groups of people.
    - Ability to perform some physical labor.
    - Familiar with MS Office, Word, Excel, Outlook, Power Point and Publisher. Knowledge of WordPress and other computer software programs is desired but not required.
  - **OTHER:**
    - **Must have a sincere desire to work with volunteer leaders and youth. Will be required to work 5.5 hours per day some nights and weekends are required and travel outside the office may be required. Must be of good moral character and have the ability to deal courteously and effectively with both the public and with co-workers. Must have ability to work without supervision.**

ANY APPLICANT TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO TESTING TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO EMPLOYMENT.

**“We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, age, sex, national origin or disability.**

ALL APPLICANTS AND QUESTIONS ARE TO BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT. .

POSITION POSTED: February 1, 2019

POSTING ENDS: until filled