

Extension Program Assistant

K-State Research and Extension-Southwind Extension District

Our Mission: The mission of K-State Research and Extension and the Southwind Extension District is to provide research based information that improves the lives and livelihoods of Southwind District residents. Extension educators provide public programs and consultation related to Water, Health, Global Food Systems, Community Vitality and Developing Tomorrow's Leaders.

RESPONSIBILITIES:

1. Assist with the coordination and management of the Southwind District 4-H Program.

- Assist the Agent with growing the 4-H program through multiple delivery methods and audiences.
- Recruit and promote 4-H club membership and participation.
- Assist in the management of financial and in-kind resources including collecting and recording fees, keeping financial records and preparing reports as directed by supervisor.
- Manage and ensure availability of 4-H enrollment systems and databases.
- Assist with Club Leader recruitment.
- Write, edit and solicit materials for newsletters, mailings and electronic media.
- Assist the Agent with 4-H events and activities
- Promote and market 4-H youth development activities.
- Promote, coordinate and encourage youth and adult participation in volunteer orientation and training.
- Communicate the value of the local 4-H program to media, partners and stakeholders.
- Participate in Area and State 4-H youth development program training sessions and updates to remain current in youth development research, 4-H programming, risk management, delivery methods and program policies.

2. Provide support to the Family and Consumer Sciences and the Agriculture and Natural Resources program areas.

- Provide assistance in planning, conducting and evaluating K-State Research & Extension educational programs.
 - Walk Kansas
 - Master Gardener
 - SCHICK counseling
 - School enrichment
 - Other adult and youth programming as needed

QUALIFICATIONS:

Required:

- High school diploma, Associate degree preferred OR significant experience in a youth development organization (as a member, volunteer, leader, paid staff member or some combination).
- Ability to communicate effectively both verbally and in writing.
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.
- Ability to represent the local K-State Research and Extension office in a professional manner.

Preferred:

- Experience in working with individuals, groups and co-workers to accomplish goals.
- Experience in word processing, email and internet resources.
- Experience in working with volunteers.
- Experience in coordinating events and educational activities.
- Experience and skills in program development, teaching and evaluation.

BENEFITS:

- Salary range up to \$19.23 per hour/commensurate with experience
- Annual Leave
- Sick Leave
- 10 Designated Paid Holidays
- KPERS Retirement Plan

- K-State Research and Extension and the Southwind Extension District is an equal opportunity provider and employer.

Employment Terms

- Probationary Period – Three months from the date of hire.

Work Habits and Attitude Expected:

- Timeliness – Arrive at work on time. Complete assigned work in a timely manner.
- Cooperation with and loyalty to all agents and K-State.
- Ability and willingness to follow instructions and directions.
- Exhibit organized work habits.
- Present a groomed appearance, pleasant personality and disposition.

Reimbursement for authorized travel expenses will be made by the local unit and will include mileage in a personal vehicle, lodging and meals for overnight travel. The reimbursement will be made at the official State of Kansas travel rates.

This agreement may be terminated at any time by a majority vote of the members of the extension board or by the employee.

The employee will work under the guidance and supervision of the local extension director or other extension agent(s).

Employment Terms

- This agreement begins at the date signed below, with no provision for continuing employment, tenure or other permanent employment.
- This is a non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act.
- Pay periods will be monthly.
- Probationary Period – Three months from the date of hire.
- For full-time employees, the monthly pay will be computed by multiplying the hourly pay x the normal hours in a work week x 52 weeks. This will be divided by 12 to determine the monthly compensation. Hours beyond 40 in a work week will be compensated according to the Overtime Compensation Agreement for Non-Exempt Employees (EXOP 3-2).
- Salary – Based on education, experience, and job duties.
- Work Week – 5 days per week, 52 weeks per year except for holidays set by the respective Courthouse, vacation and sick leave).
- Hours are limited to 40 hours per week and will follow hours of respective Courthouse.
- Lunch Break – Specific to individual Courthouse hours.
- Work Breaks – Two, 15 minute breaks daily.
- Holidays – Will follow respective Courthouse holiday schedule.
- Dress – Business Casual (i.e. khakis, slacks, dresses, skirts) Monday through Thursday unless otherwise advised. Jeans may be worn on Fridays and other designated “casual days”.
- Employee shall hold no other position conflicting with the Southwind Extension District. Executive Board will determine what is or is not a conflict.
- This job description is an administrative tool for the convenience of Southwind Extension District and does not create any contractual employment rights. This position is considered to be an at-will position both during the probation period and at all times thereafter. An at-will position means that the employee is hired with the understanding that the employee’s job may be terminated (with or without cause) at any time by the employee or by the employer.

Benefits

- Employee benefits for this position will include Social Security with the employer contributing the employer’s share of the hourly wage each month to the Social Security Administration.
- Sick Leave:
 - Available for use after probation period; begins accruing with employment.

- Earned at a rate of 8 hours per month for a full-time employee who works at least 12 days per month and 40 hours per week. Earned at a rate of 7 hours per month for a full-time employee who works at least 12 days per month and 35 hours per week.
 - May be used in increments of 15 minutes.
 - Maximum accumulation of 240 hours.
 - Employer reserves the right to request a doctor's written statement.
 - Unused sick leave shall not be paid upon termination of employment.
- Maternity Leave:
 - An employee who becomes pregnant may claim and receive maternity leave in the same manner as provided for sick leave. After all sick leave is used, the employee may elect to utilize any accrued vacation leave if available. An employee may also take leave without pay in the same manner as any other employee on leave without pay status.
 - Employees, who have worked at least 1250 hours during the 12-month (52-week) period immediately before the date when the leave is requested, may apply for a maximum of 12 weeks FMLA leave.
- Vacation:
 - After 1 year 5 days or 40 hours based on a 40 hour work week
 - After 2 years 10 days or 80 hours based on a 40 hour work week
 - After 10 years 15 days or 120 hours based on a 40 hour work week
 - Cannot be carried from one year to another.
- Holiday Pay:
 - The Southwind Extension Council will grant pay for a full work day on all legal holidays observed by the District.
 - Employee must work at least one-half of their scheduled work day the day before and the day after the holiday to be eligible for holiday pay, or have previously scheduled vacation time.
 - Employees on unpaid leave do not receive holiday pay.
- Bereavement Leave:
 - Up to 3 consecutive days for immediate family/household member. Includes spouse, children, mother, father, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, or grandparents of the employee's spouse.
- Military Leave:
 - Southwind Extension Council will comply with the USERRA (Uniformed Services Employment and Reemployment Rights Act).
- Civil Leave:
 - Civil leave with pay: Employee shall be given a maximum of five days leave with pay when performing jury duty. Proof of attendance must be presented in order to receive pay for jury duty. Monies received for the performance of jury duty will be given to the Southwind Extension District in exchange for the district payment of salary for that time.
 - Civil leave without pay: If employee is involved in a personal lawsuit not related to his/her job duties, the employee may take leave without pay or may elect to utilize any accumulated vacation leave.
- Compensatory time (comp time):
 - Will be allotted in lieu of overtime pay. Comp time is allotted at 1.5 times the amount of overtime worked. Maximum accrual of comp time is 60 hours (40 hours of overtime). Form EXOP3-2 furnished by K-State shall be attached to this job description form and signed annually.
 - Comp time must be used before any other leave.
- Retirement Program :
 - Employee will become a member of the Kansas Public Employee's Retirement System (KPERs) upon employment.
- Insurance:
 - Health insurance is not provided by Southwind District.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

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K-State Research and Extension is an equal opportunity provider and employer.

This position will provide educational programs and materials to all people of the Southwind Extension District without regard to race, color, religion, national origin, sex, age or disability
