

**NEBRASKA EXTENSION - CHEYENNE COUNTY**  
**POSITION DESCRIPTION**  
**4-H ASSISTANT FOR CHEYENNE & DEUEL COUNTIES**

**JOB SUMMARY:**

Transform lives by delivering, teaching and managing effective educational programming in positive youth development to include current and emerging youth issues in assigned area. Must be able to engage youth through diverse learning strategies at appropriate places and times. Perform a variety of programmatic and administrative duties. This position will help with the 4-H program in both Cheyenne and Deuel Counties. Some evening hours and travel will be required.

**GENERAL RESPONSIBILITIES:**

**Duties and Responsibilities:**

- Teach and deliver extension education programming in 4-H/Youth Development in assigned region.
- Teach new issues and new audiences.
- Identify emerging issues focusing on underserved audiences.
- Partner with local schools and other youth service organizations to teach on youth issues in the community.
- Manage (promote, coordinate, support and deliver) educational activities and events
- Teach local volunteers to carry out programs.
- Engage in collaborative programming efforts.
- Assist in creating, planning, and organizing summer workshops for 4-H youth.
- Attend meetings and work with 4-H Councils, Extension Boards, and Fair Boards as necessary to support the 4-H program in both Cheyenne and Deuel Counties.
- Other Duties as assigned by 4-H Educator or Lead Educator

**Programmatic/Administrative**

- Pursue grants and other resources to support and expand the educational programming.
- Participate in staff meetings and professional development, as well as local, regional and statewide committees and activities.
- Prepare professional goals and participate in reporting responsibilities.
- Administrative/clerical duties as needed (i.e., compile data for local, state, and federal reports, manage volunteer screening process, provide financial reconciliation.

**Recruiting and Marketing**

- Teach youth on career & college readiness.
- Foster strategic relationships and implement partnership deliverables.
- Recruit 4-H volunteers.
- Recruit new and retain existing youth through a variety of innovative and effective 4-H delivery methods (clubs, after school, school enrichment, camps, and special interest groups).
- Engage in recruitment strategies for UNL.

**Evaluation and Recordkeeping**

- Measure impact of 4-H teaching efforts and report results to decision-makers, clientele and UNL administrators.

- Assist in the evaluation, reporting, and review of educational programs, training materials and other resources.

**REQUIRED QUALIFICATIONS:**

- Required Education: Bachelor's degree required. Degree must be completed by start date. Preferred degree in youth development, education, or closely related field.
- Preferred experience: Experience with youth work through other organizations as an employee or volunteer. Previous 4-H or teaching experience.
- Applicants must pass the Nebraska 4-H/DHHS Youth Protection Volunteer Screening process and complete the Nebraska 4-H Risk Management Course.
- Applicant must have a valid driver's license.
- Computer skills require proficiency in the use of Microsoft Office products, Quicken, cloud storage, email programs, Internet research, University of Nebraska-Lincoln (UNL) web page maintenance, and the office Facebook account. Will need to learn and use 4HOnline and Showworks programs.
- Ability to work independently without direct supervision, time management skills, reliably follow a work schedule and meet deadlines.
- Competencies include initiative, written communication proficiency, and organizational skills.
- Interact with staff and the public in a calm, friendly, and professional manner.

**CHEYENNE COUNTY**  
**Equal Employment Opportunity Employer**

**Application for Employment**

This application is good for 30 days or until the position is filled.

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**Cheyenne County** assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity, sexual orientation, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

**FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.**

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time  Part-Time  Regular  Temporary

Have you ever been employed here before?  Yes  No \_\_\_\_\_ If yes, give date:

Have you filed an application here before?  Yes  No \_\_\_\_\_ If yes, give date:

Applicant's Name (Last, First, Middle Initial): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Available for Work \_\_\_\_\_

How did you learn about the job you have applied for? (Be specific as to the source.)  
\_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference?  Yes

[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

## EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

### EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12    College: 1 2 3 4 5 \_\_\_    Did You Graduate? \_\_\_Yes \_\_\_No

Post- High School	Name of School	Major	Degree Type
College/University			
Graduate School			

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing                       Word Processing                       Data Entry                       PC/Computer Terminal  
 Calculator/Adding Machine                       Dictation Equipment                       Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: \_\_\_\_\_

### LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed                      From:                      To:

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**APPLICANT'S STATEMENT**

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These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy.

**I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation. Furthermore, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.**

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Cheyenne County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Cheyenne County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

**SIGN  
HERE**

\_\_\_\_\_

Applicant's Signature (Use Ink)

\_\_\_\_\_

Date

**NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**