

Job Description for Extension Assistant

Program Support - 30%

- Coordinate and organize schedules of new and continuing programs. Promote and implement programs as directed by agents. Order/purchase educational supplies as needed for programs. Help with set up, take down, and clean up. Assist with the development of educational and promotional materials for agents, i.e. PowerPoint, newsletters, handouts, flyers, brochures and teaching tools. Copy and assemble materials. Assist with organizational details and preparation for meetings or workshops. Maintain extension program websites and social media accounts. Maintain mailing and email lists for program groups. Keep statistics and maintain volunteer hours list submissions. Attend to special client requests. Promote County Cooperative Extension programs.

Teaching - 30%

- Lead school clubs, school enrichment, afterschool clubs, afterschool programs, day camps and project days/workshops as directed by agent. Implement lesson plans and educational presentations with direction from agents. Actively assist or present established curricula under the supervision of the agents or specialists or present established curricula for which they have been trained by agents or specialists. Assist with hands-on trainings, field days, fairs, demonstrations and programming.

Recruitment and Marketing - 15%

- Assist in the recruitment of volunteers for support at activities and programs. Assist with CES exhibits and displays. Interact and promote Extension with general public. Utilize new technologies in order to reach new audiences i.e., setting up websites, setting up blogs, organizing radio spots, etc. Be knowledgeable of the philosophy, goals and objectives of the Cooperative Extension Service.

Record Keeping - 15%

- Prepare monthly Extension reports as needed. Maintain a record of program lessons, contacts, and other information. Keep records up-to-date including electronic databases like 4-H online. Assist with processing volunteer applications according to client protection guidelines. Maintain and update distribution lists. On time reporting of personal paperwork (hours, program reports, leave sheets and monthly reports). Maintain budget and related information for other groups as directed by agents.



Professionalism - 5%

- Attend in-service trainings as needed. Participate in UK/CES support staff professional organization as directed by agents. Assist with general office duties as needed. Maintain a clean and organized work area. Dress appropriately for work according to the guidelines established in the “A Guide to Attire for Extension Employees” document. Exhibit an enthusiastic and positive attitude toward job responsibilities and clientele. Reliable and honor commitments to the job. Keep non-work related activities to a minimum. Punctual in reporting to work and maintaining regular work hours. Completed assignments are professional in appearance. Maintains a positive, open working relationship with all Extension Office staff. Establish a positive rapport with clients including, but not limited to, teachers, community partners, and volunteers.

Professional Standards, Customer Service and Organizational Improvement - 5%

- Consistently live out the commitment to the College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. In accordance with the University’s four pillars of employee well-being: belonging and engagement, health and wellness, career success, and financial stability, it is strongly recommended that some portion of the professional development is related to well-being. Other duties as assigned.