

# POSITION OPENING

## PART-TIME

### CLARK COUNTY-UNIVERSITY OF IDAHO EXTENSION OFFICE 4-H PROGRAM COORDINATOR

Clark County is seeking a qualified individual to fill the position of the U of I Extension Office / 4-H Program Coordinator. The major functions of this position are:

- Work under the direction of the Clark County Board of County Commissioners
- Coordinate the 4-H program in the county to include market animals, local and state fairs
- Be responsible for recruiting, training, and coordination of volunteer leaders and 4-H members,
- Provide leadership in developing, planning, and conducting programs for youth in the county
- Serve as a liaison for the 4-H program between the county and the University of Idaho
- Work closely with the school district for distribution of materials related to classes and events
- Social media posting of classes and events

Experience:

- Cash handling and statement reconciliation
- Organizational and communication skills
- Planning and scheduling
- Working with animals

This position will remain open until filled. Pay will be determined based on experience.

Please submit a resume and cover letter to the Clerk's Office, Attn: Stephenie Stewart at 224 W Main Street in Dubois, ID 83423 or via email to [stewart@co.clark.id.us](mailto:stewart@co.clark.id.us).

\*More job details available upon request.