

**Application Procedures for hiring a
Frontier Extension District 4-H Program Assistant**

Title: Frontier Extension District 4-H Program Assistant

Location: The 4-H Program Assistant will be housed at the Frontier Extension District office in Garnett, KS.

Application Due: Return application to Dr. Fran Richmond, P.O. Box 400, Lyndon, KS 66451, or email to frichmon@ksu.edu by **August 31, 2018**. Position start date is October 1, 2018.

Applications may be dropped off at any of the three Frontier Extension District offices listed below by the due date.

Frontier Extension District Office 128 W. 15 th Street Lyndon, KS 66451	Frontier Extension District Office P.O. Box 423 411 S. Oak Garnett, KS 66032
Frontier Extension District Office 1418 S. Main, Suite 2 Ottawa, KS 66067	

Responsibilities: The 4-H Program Assistant is a full-time (40 hr./week) position. Some overnight travel and evening and weekend work will be required.

Qualifications:

- * 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 Frontier Extension District in a professional manner.

See **"4-H Program Assistant Job Description"** at <http://www.frontierdistrict.ksu.edu>.

Benefits of position: Salary range: Up to \$15.00 per hour/commensurate with experience
Annual Leave - 8 hours/month, starting
Sick Leave - 8 hours/month
12 designated paid holidays
KPERS Retirement Plan
Health Reimbursement Arrangement
Dependent Care Plan

How to Apply: Your application must include the "Application for Employment" which can be found at <http://www.frontierdistrict.ksu.edu>, or by calling 785 828-4438. You are also encouraged to submit your resume.

The Frontier Extension District # 11 is an equal opportunity provider and employer.