

JOB ANNOUNCEMENT

The County of Medina is accepting applications for the following position:

JOB TITLE: 4-H Program Assistant (Part-time)

DUTIES AND RESPONSIBILITIES:

- The 4-H program assistant works on a county-wide basis along with the local Extension faculty.
- Assist in planning, implementing, and reporting accomplishments and results of Medina County 4-H and other youth educational programs.
- Ability to plan, establish program priorities and work both individually and in a team environment.
- This position requires periodic night meetings, some weekend work, attendance at occasional out-of-county meetings, a valid driver's license, automobile liability insurance, and a personal vehicle for travel connected with official duties. A specified travel allowance will be provided.

QUALIFICATIONS:

- High School Diploma or GED required.
- Skilled or have the potential for becoming an effective teacher of youth and adults using a variety of teaching methods.
- Ability to communicate effectively both orally and in writing.
- Interest and ability to work with low-income youth and adults in 4-H related areas.
- Computer competency in Microsoft Office, Canva, Quicken and other applications.
- Pass criminal background check and drug screening.

Closing date: Open until filled

Applications will be accepted at the Medina County HR office between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resources
1300 Avenue M, Room 130
Hondo, TX 78861
(830) 741-6111

Medina County is an Equal Opportunity Employer