



POSITION DESCRIPTION

Position Title	Program Assistant, Citizenship Washington Focus and Leadership Washington Focus
Business Unit	Conference Center Administration
Home Department	Educational Programs
Location	Chevy Chase, MD
Full-Time or Part-Time	Full-Time
Telecommuter Status	Position not Eligible for Telecommuting

Mission

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. 4-H is led by a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. National 4-H Council is the private sector, non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture (NIFA) within the United States Department of Agriculture (USDA).

Position Summary

National 4-H seeks energetic Program Assistants (PAs) to participate in the Citizenship Washington Focus and Leadership Washington Focus educational programs, intense and exciting learning experiences for youth and adults from all over the United States and the world. The PA position includes three weeks of training, seven weeks of programming, and one week of program wrap-up. During programming weeks, the PAs are expected to work with client groups for the group's entire stay, from Sunday afternoon until Friday night, working in collaboration with each group's coordinator as well as Council program and planning staff. The PAs under these programs become licensed Class B Tour Guides for the District of Columbia metro area and will work to facilitate National 4-H Council's educational curricula to groups of youth.

Responsibilities

Tour Guide Duties

- Lead trips into the Washington, D.C. metropolitan area and provide commentary on points of interest throughout the city, facilitating participants' learning from these educational opportunities.
- Serve as primary liaison between National 4-H Conference Center and each group during their stay at the National 4-H Conference Center.

Program Facilitator Duties

- Lead educational workshops conducted at the National 4-H Conference Center. This may include checking the arrangements for room-set-up, audio-visual, entertainment, speakers, transportation, field trips, workshops, recreation, and developing specific curriculum for ongoing programs.
- Meet with adult and group leaders to assist and orient groups as they arrive; help provide recreational and other free-time activities for participants; facilitate workshops; and other program needs as

required.

Qualifications

- Must have experience in leadership roles, public speaking, and presentation skills.
- Must be flexible and work well under pressure and with others
- Must be at least 18 years old
- Must have at least a high school diploma or equivalent, with education beyond high school preferred. Courses in political science, communications, history, and education preferred
- Must be a citizen of the United States
- Must be able to read, write and speak English
- Must be able to pass a satisfactory background check
- Successfully complete the tour guide exam and meet the medical and physical requirements of Department of Consumer and Regulatory Affairs.

ADA Requirements

This job operates in a hotel and conference services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

- This position largely requires a person to stand and walk for long periods of time (up to 8 hours)
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Basic math skills needed to calculate change (money), formulas, commissions, discounts, etc.
- Must be able to lift to 20 pounds.

Travel Requirements: This position does not require travel.

Application Requirements:

Part 1: Apply online via <https://4-h.org/careers/#!internships>

Part 2: Submit the following by email or hard copy:

1. Cover Letter
2. Two written essay questions, using no more than one typewritten page per question:
 - a. **GROUP PARTICIPATION/PERSONAL INVOLVEMENT:** Describe the most meaningful project or organization in which you have participated (4-H or other). Please include the basic goals and objectives of this activity/organization and explain how your involvement led to growth in areas like the following: resource management, teamwork, customer service, organization and evaluation of information, and understanding of social organizations.
 - b. **LEADERSHIP EXPERIENCE:** Describe your most important leadership experience. This could include involvement in youth groups, 4-H, business, and school, i.e., clubs, projects, field trips, etc. (include group size, your specific responsibilities, goals and objectives, leadership techniques, and so forth.) Explain how each experience enhanced your growth in any of the following areas: ability to design or improve systems, decision-making, problem solving, and self-management.
3. One video question that uses no more than 5 minutes to teach the application review team a new skill or lesson. This can be sent on DVD, thumb drive, CD, or shared via YouTube link.
4. Three completed recommendation forms must be included in order for your application to be considered. Blank recommendation forms can be found at <https://4-h.org/wp-content/uploads/2016/04/CWF-LWF-Application-Documents.pdf>

All completed parts of Part 2 (cover letter, two written essays, video question and recommendation forms) should be submitted via email to: Kconklin@4hcenter.org or via mail addressed to:

Kelsey Conklin, Specialist, Educational Programs
National 4-H Council
Program Assistant Internships
7100 Connecticut Avenue
Chevy Chase, MD 20815-4999
Fax: 301.961.2922

Incomplete and late applications will not be considered.