



POSITION DESCRIPTION

Position Title	Citizenship Washington Focus and Leadership, Washington Focus Program Assistants (10 positions)
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
Application Deadline	January 10, 2020

Mission

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for a 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 within the United States Department of Agriculture.

Position Summary

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 Washington DC metro area and will work to facilitate National 4-H's educational curricula to groups of youth.

Responsibilities

Tour Guide Duties

- Lead trips into the Washington, DC metropolitan area and provides commentary on points of interest throughout the city, facilitating participants' learning from these educational opportunities.
- Serve as a 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 National 4-H Conference Center, including checking room-set-up arrangements, audio-visual, entertainment equipment, speakers, and transportation.
- Arrange and, or coordinate field trips, workshops, recreation activities, and assist with developing a 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 any other program needs.

Skills and Qualifications

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

How to Apply: All applications must be submitted online via <https://4-h.org/careers/#!/full-part-time-positions>

Application Instructions: Upload and submit the following documents via the 4-H employment website:

1. Resume and 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 such as: 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, school, clubs, projects, field trips, etc. (include group size, your specific responsibilities, goals and objectives, etc.) Explain how each experience enhanced your growth in any of the following areas: the ability to design or improve systems, decision-making, problem-solving, and self-management.
3. A five-minute YouTube video link presentation on describing a historical event, a significant building, monument/memorial, or important figure in your town; explain why you chose that piece. Add the YouTube link to your resume.

Video Response Best Practices:

- a. Don't read from a script or Wikipedia page. A big part of the PA position is story-telling through commentary while leading tours of various memorials and sites throughout the city. The video should demonstrate your ability to explain the context of any given topic as well as your story-telling abilities.
 - b. Let your personality come through! We do not recommend you share your presentation in a slideshow format, as it would not convey your true abilities. There are many other ways to showcase your story-telling talent such as filming your response at the actual landmark or drawing a replica and explaining it. Be creative!
 - c. When uploading your video to YouTube make sure to click on "Unlisted", this will ensure the video is only visible to the person(s) with those you shared it with.
4. Submit three completed recommendation forms, attachment them downloadable from the application site. Once completed the forms must be scanned and uploaded at the application stage for consideration; **blank recommendation forms are available on <https://4-h.org/parents/citizenship-washington-focus/#!/program-assistants>**

All completed parts of the application (resume, cover letter, two written essays, YouTube link video question and recommendation forms) must be submitted via 4-H's career website www.4-h.org/careers, [Citizenship Washington Focus and Leadership, Washington Focus Program Assistants.](#)

Incomplete and, or late applications will not be considered.