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 within the United States Department of Agriculture.

Position Summary
4-H currently seeks an Educational Programs Staff Assistant to coordinate successful and smooth-flowing conferences, programs, and activities with primary focus on the day to day operations of the youth development leadership programs held at National 4-H Conference Center (Center) such as the Citizen Washington Focus (CWF) Program, the Educational Tour Program (ETP), the National Youth Summit Series (NYSS), and the Program Assistant (PA) Programs. The Educational Programs Staff Assistant will assist the Center Events Program Manager and Director in developing curriculum, running programs, providing creative input and leadership for the thousands of youth that visit the Center each year.

Position Terms
The Educational Programs Staff Assistant will receive room and board through ETP’s on-campus housing site, Warren Hall, and the on-campus café. Travel to and from Washington, DC is at the associate’s own expense.

Responsibilities
Recruitment and Training Duties
- Support the ETP in the day-to-day operations of CWF, ETP, NYSS and PA program and staff.
- Help design and deliver orientation, programmatic training, and work schedules for the PAs.
- Assist the Center Events Program Manager with team leadership responsibilities.

Program Development Duties
- Assist the Educational Programs Department in creating and exploring new educational opportunities to update program and field trip commentary.
- Draft, compile, and analyze evaluation data for all of the department ‘s programs.
- With instruction utilize Council’s policies and procedures to complete tasks in a timely, accurate, and complete manner.

Program Administration Duties
- Assist guests in trip coordination and occasionally conduct tours for guest groups.
• Perform miscellaneous administrative duties including, but not limited to, weekly petty cash requests, processing expense reports, and stock supplies.

Skills and Qualifications
• Bachelor's degree in liberal arts, social services, nonprofit management, education, or related discipline, or equivalent in work experience.
• Two to three years’ experience as a professional facilitator/trainer, preferred.
• Proficiency in MS Office including Word, Excel, PowerPoint, and Outlook, required
• Must be proficient in basic web content management and can perform in a team-oriented environment.
• Must be able to work on weekends or extended hours to accommodate group tours and programs.
• Must be able to lead tour groups in a major metropolitan area.
• Certification as a DC Tour Guide or can obtain one.
• Must be and, or be able to:
  o At least eighteen (18) years of age
  o Proficient in the English language
  o Satisfactorily pass a background check.
  o Meet medical and physical requirements of the Department of Consumer and Regulatory Affairs.

ADA Requirements: This position 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.
• Role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
• Largely requires a person to stand and walk for long periods (up to 12 hours per day)
• Requires 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, and so forth.
• Must be able to read maps and use public transportation systems including buses and trains.
• Must be able to assist guests with luggage or bags as necessary.
• Must be able to lift 40 pounds.

Career Ladder - typically has the following career ladder:
• Education Senior Staff Assistant
• Education Program Specialist
• Education Manager/Senior Manager
• Director/Senior Director
• Vice President/Senior Vice President

Competencies

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<thead>
<tr>
<th>Competency</th>
<th>Level (Beginning, Proficient, Advanced, Mastery)</th>
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<tbody>
<tr>
<td>Communications</td>
<td>Proficient</td>
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<tr>
<td>Critical Thinking</td>
<td>Proficient</td>
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<tr>
<td>Initiative &amp; Innovation</td>
<td>Proficient</td>
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<tr>
<td>Collaboration &amp; Teamwork</td>
<td>Proficient</td>
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<tr>
<td>Customer Orientation</td>
<td>Beginning</td>
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<tr>
<td>Business Mindedness</td>
<td>Beginning</td>
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<tr>
<td>Spirit of Diversity &amp; Inclusion</td>
<td>Proficient</td>
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National 4-H is an Equal Opportunity/Affirmative Action employer.
Disclaimer
This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to include and, or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other tasks as needed.

Revision Date
10.10.2019

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