



COUNTY OF NYE

CLASS TITLE: EXTENSION PROGRAM ASSISTANT

BASIC FUNCTION:

Under the direction of the Extension Educator, provides leadership for the youth development, human development, nutrition and health programs.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Receives, reviews, verifies, and processes applications and related program specific documents for accuracy and completeness, contacts various sources to determine accuracy.
2. Applies a variety of standardized methods; selects appropriate standards by referring to available rules, regulations, policies, manuals, and program-related documents.
3. Explains and interprets rules, regulations, practices and procedures to program clientele and the general public.
4. Compiles, maintains, and updates program information from files, reports, logs, manuals, computer printouts, and outside sources.
5. Prepares variety of reports, studies, and surveys as requested.
6. Processes determination notices, prepares correspondence, and answers inquiries and requests for information.
7. Maintains records of program's fiscal operations, grants, contracts; receives and disburses proceeds, payments and benefits according to established rules, regulations and agency procedures; enters and retrieves data from computer; and makes mathematical computations.
8. Implements approved educational programs by demonstration to volunteers and the public.
9. Recruits adult and teen volunteers for 4-H, school-enrichment programs, and camp programs.
10. Trains volunteers by preparing materials and demonstrating requirements pertaining to UNR extension policies and procedures.
11. Prepares newspaper articles to promote educational workshops and available activities.
12. Provide opportunities for volunteer workers to receive recognition for efforts through banquets, certificates, picnics, outings, and letters of appreciation.
13. Reviews programs needs for future through contacts with area personnel, community leaders, youth organizations, parents and youth.

14. Travels to various sites to present programs.
15. Assists in general office duties; operates variety of office equipment, including computer, typewriter, copier, fax, projectors, etc.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or work experience closely related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides guidance to volunteer staff. Has no responsibility for full-time permanent staff.

CONTACTS:

Co-workers, other department personnel, social services agencies, volunteers, program clientele, and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office and classroom environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal working environment.