



SWISHER COUNTY
COURTHOUSE * 119 S. MAXWELL * TULIA, TEXAS 79088

POSITION ANNOUNCEMENT
*****4-H Program Assistant*****

Swisher County is accepting applications for the position of **4-H Program Assistant**. This is a **full-time hourly position**, with a maximum of **40 hours per week**, and includes **employee health insurance** and **retirement benefits**. The anticipated start date is **November 18, 2025**.

Applications are available at the **Swisher County Judge's Office** or the **Swisher County Treasurer's Office**, located in the Swisher County Courthouse at:

119 S. Maxwell
Tulia, Texas 79088

You may also access the application and full job description online at: www.co.swisher.tx.us

COMPLETED APPLICATIONS NEED TO BE TURNED IN TO THE TREASURER'S OFFICE.

The position announcement will **be open through Friday, November 7, 2025 or until filled.**

For more information regarding this position, please contact the **Swisher County Extension Office at 806-995-3726** or the **Swisher County Treasurer's Office 806-995-2204.**

Swisher County is an equal opportunity employer. The county will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law.

JOB DESCRIPTION

DEPARTMENT: Texas A&M AgriLife Extension Service

JOB TITLE: 4-H Program Assistant

DATE APPROVED:

EMPLOYMENT STATUS:

Full Time (40 hours per week)

WAGES

The 4-H Program Assistant position is paid by hourly wages per hour, based on experience.

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required by their supervisor.

DEFINITION

The 4-H Program Assistant is responsible for planning, implementing, and evaluating Extension educational programs in the county in accordance with the policies and procedures of the Texas AgriLife Extension Service and under existing agreements between the Texas A&M University System, the United States Department of Agriculture, and the County Commissioners' Court. The 4-H Program Assistant networks with teachers (public, private and home school) to implement 4-H curriculum enrichment and special interest audiences. 4-H Program Assistant will design and implement teacher training. The 4-H Program Assistant will also network with volunteer organizations to implement program needs as assigned. Target audiences include youth (including youth-at-risk) and adults.

The 4-H Program Assistant will serve on community advisory boards and steering committees to establish and maintain networks to support Extension educational programming as assigned by supervisor.

Program goals include participation of 500 youth ages 5 to 19 in curriculum enrichment and/or special interest projects in subjects including embryology, financial education, agriculture, farm safety, tobacco and smoking prevention, bullying, nutrition, gardening, and other areas as needed.

4-H Program Assistant will serve as liaison to Leadership Advisory Board, 4-H Club Managers, and Adult Leader Association.

4-H Program Assistant works with local media (print, radio, television) to promote Extension Education Programs and maintain presence in the community.

4-H Program Assistant will utilize technology to compile newsletters, flyers, and program materials.

4-H Program Assistant receives and processes evaluation data to demonstrate attitudes changed and knowledge gained by Extension program participants.

SUPERVISION RECEIVED AND EXERCISED

4-H Program Assistant is supervised by County Extension Agents.

EXAMPLES OF SPECIFIC RESPONSIBILITIES AND DUTIES

Responsibilities and duties may include, but are not limited to the following:

Essential duties and responsibilities:

Design educational programs

Recruit and train volunteers

Network with teachers and volunteers

Maintain community relationships with coalitions and advisory groups

Marketing educational programs to school administration and advisory groups

Attend training and "train the trainer" in specific subject matter areas of agriculture and family & consumer sciences

Plans with the supervising agent for literature and other materials needed for conducting programming

Design and produce the monthly 4-H newsletter

Other important duties and responsibilities:

Attendance at weekly office conferences with entire staff

Monthly reporting to Texas A&M AgriLife Extension Service through Texas Data, County Commissioners Report and other reports as needed

Evaluation and interpretation documents and relationships

Maintain professional appearance

Maintain office in professional manner

QUALIFICATIONS

Knowledge / Ability of:

Have excellent verbal and written communication skills

Have the ability to explain an issue clearly and accurately to Extension Educators, volunteers and teachers

Be proficient in Microsoft Office with programs such as Word, Excell, PowerPoint, and Publisher

Maintain and organize curriculum enrichment programs within the Extension Department and external organizations and institutions including public, private and home schools

Have ability to work within deadlines and/or complex circumstances

Have the ability to get along with demanding individuals

Marketing non-profit organizations

EXPERIENCE AND EDUCATION GUIDELINES

Education:

Bachelor's degree or higher degree from an accredited college or university preferred.
Academic qualifications sufficient to indicate competence in technical subject matter.

Licenses of Certificates:

Have reliable transportation, automobile liability insurance and a current driver's license.

WORKING CONDITIONS**Environmental Conditions:**

Work in an office, in schools, barns and other circumstances as needed

Physical Conditions:

Lifting 25 to 50 pounds required