

Jasper County Extension-Purdue Extension-----Temporary Part time position

Has an opening for temporary part time position from Early June to Early August of 2025. Average of 10 hours a week (except for pre-fair, fair and 4-H camp weeks). Weekly schedule will be flexible based on assigned tasks. Some nights and weekends required.

Qualifications: Strong computer and communication skills required. Knowledge of 4-H preferred. Ability to work enthusiastically with public. Ability to adapt to quickly changing situations. Be able to plan, coordinate and carry out activities. Must have access to reliable transportation. High school or GED/HSE equivalent.

Job Descriptions: Employee will be able to complete 4-H clerical work as needed, assist with mailings, making phones calls, and/or data entry. Learn 4-H online and Fair Entry database. Attend Mini 4-H Day Camp and 4-H Camp (3 day overnight camp), During the County fair help with project check-in, judging, displays of projects. Also will help Manage the Junior Leader Stand, promote Extension activities and 4-H fair events via multi-media productions and social media. Other responsibilities as needed.

Deadline to Apply is April 30, 2025

Please print and complete application under Human Resource Department, email to Peyton Newman newman84@purdue.edu, mail or drop off at the

Jasper County Extension Office
2530 N Mckinley
Rensselaer, 47978