

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-813-4091 to request the assistance.

	Date Posted: July 5, 2018 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-time 4-H Program Assistant
Department	Texas AgriLife Extension
Job Number:	H8070601
Minimum Salary:	\$8.50 Hourly
Duties	Work with school enrichment curriculum programs. Assist the County Extension staff in expanding the 4-H program to reach new and existing audiences as designated in accordance with policies of the Texas AgriLife Extension Service and Grayson County Commissioner's Court. Assist in identifying and training volunteers. Plan and assist with special activities, programs and projects.
Qualifications:	Organizational and management practices. Have the ability and desire to work with volunteers and youth. Basic office procedures and methods. Ability to utilize computer and other office machines. Must have a valid driver's license
Requirements:	High school diploma or GED. Have general experience in working with groups, training individuals and providing leadership as appropriate. Must have reliable transportation. Must pass a criminal background check and pre-employment drug screen
Benefits:	Participation in the Texas County and District Retirement