

**THE COUNTY OF SOLANO  
CLASS DESCRIPTION, 1999**

**COOPERATIVE EXTENSION ASSISTANT**

**DEFINITION**

Under general supervision, assists Cooperative Extension Advisors and/or the Home Economic Advisor; develops, implements and administers one of the following program areas: the 4-H Club Program, the Master Garden Program, or the Nutrition Family and Consumers Sciences Program; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This class is characterized by the responsibility to provide program support to University of California Extension Advisors and those participating in departmental programs. Incumbents are responsible for providing leadership and expanding participation in departmental programs and services.

**EXAMPLES OF DUTIES**

Depending on assignment, duties may include, but are not limited to the following:

1. Recruits, trains and maintains contact with volunteers; speaks to local civic groups and school assemblies to generate interest and participation in programs and services; encourages volunteers to continue participation; trains volunteers in problem solving techniques and interpersonal skills; coordinates volunteers and programs to maximize efficiency in extension of educational programs; processes enrollment for volunteers and members; counsels volunteers and makes recommendations for educational projects and improvements in their gardening and teaching methods; develops outreach and internal programs.
2. Provides the public with information about the various services and programs offered by the Extension service; gives public speeches, informational presentations and prepares public displays; writes and disseminates monthly newsletters or bulletins on the various extension programs and activities; responds to inquiries from the public; takes photographs for news releases.
3. Calculates and monitors number of contracts, volunteer hours, educational hours, number of attendees at programs to assess volunteer and community needs; compiles statistics and writes reports of volunteer contacts and activities; prepares documents and graphs of program growth; evaluates volunteers' drafts for newspaper columns, newsletters and handout materials.
4. Composes, compiles, proofreads, and edits correspondence, forms, brochures, flyers and newsletters.

## **COOPERATIVE EXTENSION ASSISTANT**

5. Prepares periodic reports on the activities of the Extension service; may be assigned other administrative or technical support responsibilities; assists in managing and maintaining data and demographics on the program.
6. Performs clerical functions such as preparing, sorting, and mailing bulk mailings; answers phones; sorts and responds to incoming correspondence and uses electric mailing equipment to prepare outgoing mail.
7. Starts new County 4-H Clubs; teaches leadership skills to youth and adults; chaperones activities; coordinates migrant outreach programs and fund raising activities.
8. Assists in supervising youth day camp activities; locates and obtains commitments from guest speakers and instructors for training programs.
9. Assists with field research, projects and services; organizes and provides coordination for programs.
10. Maintains inventory of publications and handouts; updates publications and handouts; maintains inventory of supplies, materials and equipment and purchases as necessary; assists with research projects; attends educational meetings; responds to public inquiries and speaks to local civic groups regarding food and nutrition and food safety.

### **QUALIFICATION GUIDELINES**

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or GED; supplemented by six (6) months of full-time directly related work experience that demonstrates possession of and competency in the requisite knowledge and abilities.

#### **KNOWLEDGE/ABILITIES**

Knowledge of County communities, community groups and volunteer programs; community needs assessment techniques; public information practices.

## **COOPERATIVE EXTENSION ASSISTANT**

Working knowledge of volunteer recruitment techniques; educational and volunteer program organization practices and techniques; modern office equipment; efficient file management and records retention systems; business English, and rules of grammar, spelling and punctuation.

Ability to organize people in planned activities; recruit volunteers to participate in youth programs; lead and direct others in planned activities and organizations; work well with children and young adults; recruit, train and motivate children, young adults and adult volunteers; make public presentations; write newsletters and reports; assess and summarize the activities of various groups; lead meetings with predetermined goals and objectives; communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact, diplomacy and patience in dealing with the public.

### **If assigned to 4-H Program:**

Knowledge of 4-H program planning and development techniques; interest, abilities and problems of youth with respect to program participation.

Working knowledge of requirements for establishing and maintaining 4-H Clubs; day camp operation and practices.

Ability to organize and provide guidance to 4-H Clubs and other volunteer community activity programs; train day camp counselors and supervise day camp activities.

### **If assigned to Master Garden Program:**

Working knowledge of plant science and horticulture.

Ability to read and interpret landscape design drawings.

### **If assigned to Nutrition Family and Consumers Sciences Program:**

Working knowledge of nutrition guidelines, food safety, and food preparation.

Knowledge of Adult Education Principles.

Ability to work with diverse audiences.

## **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class III California driver's license is required.

## COOPERATIVE EXTENSION ASSISTANT

Positions allocated to this class may require bilingual skills.

Master Food Preservation Certificate required for Nutrition Family and Consumers Sciences Program position.

### **SUPPLEMENTAL INFORMATION**

Independent travel will be required.

Selectees for employment as a condition of employment must sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual, color and taste perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature extremes.

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Human Resources Director

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Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.