

## **Job Title**

### **4-H Office Professional**

Johnson County K-State Extension, Olathe, KS



## **Full Time**

## **Job Description**

### **Position Summary**

We are seeking a detail-orientated and organized 4-H Office Professional to join our team. This position will coordinate and manage the organization and functioning of the Johnson County 4-H Youth Development Program under the direction of the Johnson County 4-H Youth Development Agents and with the support of the County Director. The 4-H Office Professional shall work with other staff, partner organizations, youth and volunteers to support the needs and interests of youth ages 5-18. This position is also responsible for backing up the first Office Professional who greets, directs, and welcomes the public. The 4-H Office Professional serves as the first impression of the Johnson County 4-H program.

This position will be a full-time salaried position. Benefits will be offered with this position and will include optional health insurance, required KPERS (Kansas Public Employees Retirement System), annual leave, and sick leave.

## **Job Requirements**

### **Primary Responsibilities:**

#### Office

- Greet visitors.
- Answer and direct calls.
- Respond to routine requests from the public and 4-H families.
- Prepare and distribute paper and electronic materials.
- Sales, receipt, and invoice tracking.
- Maintain connection with county and/or university archives to ensure proper documentation.
- General 4-H Responsibilities
  - Member of the 4-H team which includes two 4-H Youth Development Agents, part-time 4-H Events and Communications Coordinator, and part-time 4-H School Enrichment Program Coordinator.

- Serve as a point of contact and provide ongoing support and organizational assistance for 4-H Clubs and families.
- Process class and event registrations utilizing online software.
- Prepare 4-H check request and bank deposit paperwork.
- Prepare routine documents, logs, reports, etc. Sort and file materials.
- Maintain databases, mailing lists, 4-H website pages and listservs.
- Edit and design materials for print media, websites, and promotion.
- Assist in coordination of youth and volunteer participation in regional, state, national, and international 4-H events and activities.
- Opportunity for program delivery assistance if needed.
- 4-H Database Management
  - Point of contact for families for enrollment support and re-enrollment tracking in 4-H Online system.
  - Enroll, track and support volunteers to serve as chaperones, judges and leaders in 4-H Online system.
  - Manage and ensure availability and accuracy of volunteer databases.
  - Lead retention tracking efforts for member and volunteer enrollment.
  - Manage donor database and related communications for fair awards and other programming.
  - Document event participation, demographics, and evaluations through PEARS system.
- Work with the 4-H Agents to assure K-State Extension and 4-H program mission and policies are followed
  - Participate in 4-H Youth Development program training and updates to remain current in youth development, 4-H programming, delivery impact, and program policies.
  - Implement policies according to the Kansas Youth Development Policies, Best Management Practices, and information.
  - Provide an equal opportunity for all community members
- Seek / complete professional development opportunities.
- Perform other duties as assigned.

**Knowledge, Skills and Experience:**

- Customer service focused. Must enjoy working with the public and exhibit grace under pressure.

- Excellent communication skills, written, verbal, and interpersonal skills.
- Learn quickly, follow instructions, multi-task with good time-management skills, and attention to detail. Strong organizational skills are required.
- Writing, spelling, and grammar. Ability to edit educational materials.
- Operate general office equipment and personal computers.
- Familiarity with Constant Contact, Canva, and website editing.
- Proficient in Microsoft Office suites, including Excel, Access, Word, and Outlook.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality.

**Requirements:**

Education and Experience

- High school diploma. Additional educational training is a plus.
- Minimum of 2 years of professional experience working in an office environment.

**Preferred:**

- Bilingual (English/Spanish)
- Experience working with youth / families

Work duties are primarily sedentary and will be performed at a desk or in an office environment. Work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events. Successful applicants should enjoy working with families and maintain a friendly attitude while interacting with people.

**BENEFITS**

**Salary:** This is a full-time exempt position. Salary will be set by the Johnson County Extension Board. The salary range is \$43,000-\$45,000. Pay periods will be monthly. Benefits include paid sick, holiday and vacation time off, retirement benefits, optional medical, dental, and vision insurance including healthcare savings accounts.

**Working Hours:** The employee will work during the standard business hours of the office. Due to the nature of the position, there may be times when the employee will need to work alternative hours.

**Retirement:** The employee has mandatory enrollment in KPERS (Kansas Public Employees Retirement System). The employer matches employee contributions in accordance with KPERS policy.

**Health Insurance:** Johnson County Extension Council participates in the Kansas State Employee Health Plan if the employee chooses to enroll. The cost of the plan is shared between the employer and the employee.

**Holidays:** Paid holidays are in accordance with the Johnson County government holiday calendar.

**Leave:** Annual leave (personal, vacation, and sick) is accumulated in accordance with Extension Council policy. Currently, employment up to five years earns one day vacation leave per month for a maximum of 12 days per year. Currently, sick leave is generally accumulated at a rate of one day per month.

Bereavement Leave, Court Leave, Military Leave and Family Medical Leave Act (FMLA) benefits are available to the employee.

**To Apply:**

Send cover letter and resume to [JOCO4-H@jocogov.org](mailto:JOCO4-H@jocogov.org) by April 17, 2026.

If you have questions, you may call 913-715-7000.

**EQUAL EMPLOYMENT OPPORTUNITY**

K-State Extension Johnson County is an equal opportunity provider and employer.