

## **Office Professional 4-H Youth Development**

K-State Extension Sedgwick County  
Sedgwick County Extension Education Center  
7001 W. 21st St. N., Wichita, KS

### **Position Overview**

The 4-H Office Professional & School Enrichment Coordinator serves as the primary administrative and operational support professional for the Sedgwick County 4-H Youth Development Program. This position provides office management, enrollment and event coordination, financial tracking, and direct support for school and afterschool enrichment programming.

This is a combination position designed to support both traditional 4-H club programming and the expanding Sedgwick County 4-H School Enrichment program. The position reports to the 4-H Youth Development Agent and works collaboratively with Extension staff.

This is a full-time, 40-hour per week position with occasional evening and weekend responsibilities during peak seasons (county fair, enrollment deadlines, large school programming windows).

### **PRIMARY AREAS OF RESPONSIBILITY**

#### **1. 4-H Office Administration & Customer Service**

- Serve as the first point of contact for Sedgwick County 4-H.
- Respond to routine inquiries regarding enrollment, deadlines, events, and policies.
- Maintain organized office systems (electronic and paper).
- Maintain calendars

#### **2. 4-H Enrollment & Database Management**

- Manage 4HOnline enrollment system for youth and volunteers.
- Monitor volunteer screening documentation and background compliance.
- Maintain accurate youth and volunteer rosters.
- Assist families with enrollment troubleshooting.
- Maintain club lists, project enrollment records, and reporting documentation.

#### **3. Event & County Fair Coordination**

- Manage event registrations and payment tracking.
- Assist with FairEntry setup, entry troubleshooting, and reporting.
- Prepare check-in lists, judging sheets, and event materials.
- Support county fair static and livestock entry processing.
- Assist with Discovery Days, Citizenship in Action, KYLF, and other major events.
- Coordinate room setup, materials preparation, and check-in procedures.

#### **4. Financial & Recordkeeping Duties**

- Receive, record, and deposit cash and checks for 4-H events and programs.
- Maintain accurate documentation in accordance with Extension and county policies.

#### **5. School and Afterschool Enrichment Coordination**

In coordination with the 4-H Youth Development Agent:

##### **Program Planning & Implementation**

- Assist in planning, organizing, scheduling, and conducting school and after-school enrichment programs.
- Prepare curriculum materials, kits, and classroom supplies.
- Support hands-on lessons such as agriculture literacy, STEM, embryology, Wheat Science, life cycles, and other 4-H enrichment programs.
- Help coordinate classroom scheduling across school districts.
- Assist with program logistics, including material preparation, classroom setup, and supply inventory.

#### **6. Marketing & Communications**

- Create newsletters, flyers, and promotional materials.
- Maintain website event calendar and update 4-H webpages.
- Utilize Constant Contact or similar platform for mass communications.
- Assist with social media posting.
- Maintain mailing lists and contact databases.

#### **Required Qualifications**

- High school diploma or equivalent
- Experience in office administration, youth programs, or customer service.
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook, PowerPoint).
- Ability to manage multiple deadlines and high-volume seasonal workload.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality.
- Ability to work independently and collaboratively.
- Possession of or ability to obtain a valid driver's license.
- Ability to drive county vehicles as needed for school programming.

#### **Preferred Qualifications**

- Experience with 4-H Youth Development programs.
- Experience with 4HOnline and FairEntry systems.
- Experience in youth development or classroom settings.
- Experience preparing educational materials or program kits.
- Bookkeeping or nonprofit financial tracking experience.
- Experience with email marketing platforms and website editing.

#### **Physical Requirements**

Work is primarily sedentary but includes:

- Standing for extended periods during school programming.
- Lifting and carrying up to 40 pounds (educational kits, supplies, event materials).
- Setting up tables, chairs, and program materials.
- Frequent computer use.

#### **Compensation & Benefits**

- Hourly wage based on qualifications and experience.
- KPERS retirement enrollment.
- Health insurance option with county contribution.
- Paid holidays, sick leave, and vacation leave.
- Comp time as approved.

**Position will remain open until filled. For best consideration, send application materials by Monday, May 4, 2026, to Kelli Anderson, Extension Director, at [kellieanderson@ksu.edu](mailto:kellieanderson@ksu.edu).**

**Application materials should include:**

- 1. Letter of Interest/Cover Letter**
- 2. Resume**
- 3. Contact information for three professional references**