

WVU EXTENSION – WOOD COUNTY

WOOD COUNTY FCD PROGRAM ASSISTANT – JOB DESCRIPTION

Job Title:

Wood County Family and Community Development Program Assistant

Revised:

July 2026

Reports To:

Family and Community Development Extension Agent

Indirectly Reports To:

Other Agents working in the Wood County Office.

JOB SUMMARY

This full-time, benefits-eligible position works as a member of the WVU Extension office in Wood County, supporting 4-H Youth Development (4-HYD) and Family and Community Development (FCD). Responsibilities include developing and delivering educational programs, coordinating county Extension activities and assisting with program implementation. **Occasional evening, weekend, and overnight work is required.**

Position is contingent upon available county funding.

DUTIES AND RESPONSIBILITIES**Program Planning, Implementation and Administrative Support**

- Assist FCD and 4-HYD Extension Agents with planning and implementing programs.
- Support FCD programs such as Dining with Diabetes, CEOS meetings and events, Energy Express Summer Reading Program, ACDS, food safety and preservation, nutrition and relationship education activities.
- Support 4-HYD operations including enrollment, project work, club meetings, and events.
- At the direction of, or in coordination with, Extension Agents, represents Extension at monthly meetings such as the 4-H Leaders' Association, Camp Trustees, CEOS County Council, 4-H Teen Leaders, and other community meetings with one designated staff member attending on behalf of the office.
- Coordinate and deliver school enrichment programs for youth in grades K–12. Assist Extension Agents with program instruction and collaborate with Extension faculty and staff to expand and maintain Extension programming offered during the school day throughout Wood County.

- Coordinate and arrange classes, workshops, conferences, and camps, including reserving facilities and managing setup through completion.
- Assist with planning, preparation, volunteer coordination, and implementation of county 4-H and FFA Summer Showcase activities, including CEOS exhibits and 4-H Still Project check-in and event preparation.
- Assist Extension Agent and Food Service Coordinator at 4-H camps with responsibilities in the camp kitchen, including but not limited to menu planning, ordering food, and ensuring compliance with food handler certification requirements and established safety standards.
- Serve as camp co-director at 4-H camps, overseeing volunteers and fulfilling overnight responsibilities as needed.
- Supports the coordination of a variety of county projects and events, including camps, contests, workshops, and recognition programs. Responsibilities include recruiting judges, participants, and volunteers, and ensuring appropriate insurance coverage for events and activities.
- Assist volunteer camp program coordinators with 4-H camp planning and preparation from January through June.
- Assist Extension Agents with recruiting, coordinating, supporting, and training volunteers for Extension programs and activities.
- Assist with program evaluation, data collection, recordkeeping, and reporting to identify program outcomes and areas for improvement.
- Assist with program recruitment and retention, including representing Extension at school and community events.
- Provide back-up office coverage, including answering phones, greeting visitors, data entry, filing, and other administrative duties as assigned.
- Assist with preparation of program materials, flyers, email newsletters, social media, website content, and program mailings using appropriate WVU and Extension branding.
- Provide support for developing and expanding Extension programs to reach diverse audiences.
- Maintain compliance with university vetting processes, volunteer management best practices, and civil rights/affirmative action policies.
- Foster effective communication and partnerships with faculty/staff, county officials, schools, and youth organizations.

- Participate in office staff meetings and professional development opportunities.
- Position requires strict confidentiality regarding managed information.
- Other duties related to Extension programs as assigned by Extension Agents.

QUALIFICATIONS

Education/Knowledge

- High school diploma or GED required; bachelor's degree preferred.
- Combination of relevant education and experience may be considered.
- Experience working with youth and adults required.
- Food Handler's/ServSafe training required (or ability to obtain).

Skills

- Ability to pass a background check.
- Proficiency with productivity software (e.g. Microsoft Office, Google Workspace).
- Strong communication skills (written, verbal, and digital).
- Ability to plan, organize, and manage multiple tasks and deadlines.
- Time management and accurate recordkeeping skills, including budget and travel documentation.
- Ability to teach Extension programs using provided curriculum in both formal and informal settings.
- Public speaking and presentation skills.
- Ability to build positive relationships through listening, empathy, and professionalism.
- Flexibility to adapt to evening, weekend, and overnight work requirements.
- Knowledge of local community resources and agencies.

Experience

- 1–2 years of related work experience required.
- Experience in youth development programs, family/community organizations, or educational programming preferred.
- Experience working with the public in service or educational settings preferred.
- Must hold a valid driver's license and have reliable transportation for county and occasional statewide travel.

PHYSICAL & MENTAL DEMANDS

- Ability to lift and carry materials needed to conduct trainings and events (up to 25 pounds).
- Ability to sit, stand, walk, bend, and use office equipment daily.
- Must be able to meet the travel and overnight requirements of the position (e.g., 4-H camps, conferences, trainings).

DISCLAIMER

This description outlines the general responsibilities of the position. It does not limit or exclude other job-related duties as assigned by supervisors. Requirements may be modified to provide reasonable accommodations for individuals with disabilities.

