

Job Opportunity: 4-H Youth Program Assistant

Ziebach County Courthouse – Dupree, SD

A part-time position (24 hours per week) is available to serve the needs of the Ziebach County 4-H Program. Benefits include retirement and health insurance. This position works directly with 4-H families, Ziebach County 4-H Leaders Association and the community youth in order to provide a quality youth development experience.

Tasks include general day-to-day office and program management, in addition to the planning and execution of 4-H events and activities important to the youth of Ziebach County. This includes the county 4-H Achievement Days, 4-H Shooting Sports, 4-H Rodeo, 4-H Recognition Night, project area workshops and more. Must communicate effectively with adults and youth alike. Must pass a SDSU background check.

The ideal candidate must be reliable and capable of performing work independently. Must be proficient in the Microsoft Office program, general computer skills and office equipment functions. On-the-job training for specific computer programs will be utilized. Experience with 4-H is preferred, but not required.

Position is open until filled.

For applications and information, contact the Ziebach County Auditor's Office (605) 365-5157, PO Box 68, Dupree, SD 57623.