

## **CWF & WOW PROGRAM ASSISTANT POSITION DESCRIPTION**

**Job Summary:** A National 4-H Council Program Assistant will become a licensed Class B Tour Guide for the District of Columbia metro area and will facilitate National 4-H Council's educational curricula to groups of youth from across the country. These job functions are accomplished in collaboration with each group's coordinator as well as Council program staff and planning staff. National 4-H Council programs are intense and exciting learning experiences for youth and adults from all over the United States and the world. Program Assistants make these programs successful by using their skills and knowledge to help the participants have the most educational and fun experience possible in Washington, D.C. and at the National 4-H Youth Conference Center. The hours of a Program Assistant are very long, usually between 50-60 hours a week, and often include evenings, weekends and holidays.

Program Assistants for the Citizenship...Washington Focus (CWF) programs must be able to successfully fulfill the requirements of the D.C. Tour Guide License. **Applicants must:**

- Have experience in leadership roles, public speaking, and presenting
- Be flexible and work well under pressure and with others
- Be at least 18 years old and no older than 25
- Have at least a high school diploma or equivalent, with education beyond high school preferred. Courses in political science, communications, history, and education preferred
- Be a citizen of the United States
- Be able to read, write and speak the English language
- Pass a satisfactory background check
- Successfully complete the tour guide exam and meet the medical and physical requirements of DCRA

### **Specific CWF PA Roles**

**Tour Guide:** Program Assistants (PAs) lead trips into the Washington, D.C. metropolitan area, and provide commentary on points of interest throughout the city, so that participants learn from these educational opportunities. PAs are the primary liaison between the National 4-H Youth Conference Center and each group during their stay at the National 4-H Youth Conference Center.

**Program Facilitator:** Program Assistants lead educational workshops conducted at the National 4-H Youth Conference Center. This role may include checking the arrangements for room setup, audio-visual, entertainment, speakers, transportation, field trips, workshops, recreation, and developing specific curriculum for ongoing programs. PAs facilitate educational curriculum focusing on civic engagement and citizenship. PAs must also meet with adult and group leaders where they assist and orient groups as they arrive, help to provide recreational and other free-time activities for participants, facilitate workshops, and other program needs.

### **Terms of Employment**

The agreed upon salary is \$300 per week. PAs are required to reside in provided housing at The National 4-H Youth Conference Center, Gertrude Warren Hall, group housing. Dates of employment are May-August. Travel to and from Washington is at the PA's own expense.

### **Deadline**

SPRING (January 31 – Mid May) – Application Deadline, December 1  
SUMMER (Mid May – Mid August) Application Deadline, January 27

Please visit the National 4-H Council Web site for more information on the application process and hiring timeline.

<http://www.4hcwf.org/programassistant.aspx>

**Send or fax cover letter & resume to:**

**National 4-H Council**

**Attn: Lita Haarer**

**7100 Connecticut Ave.**

**Chevy Chase, MD. 20815**

**Fax: (301) 961-2894**

**[careers@fourhcouncil.edu](mailto:careers@fourhcouncil.edu)**

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