University of Illinois Extension Extra Help Work Program Participant will collect and enter survey data connected grants and statewide program evaluations and assistance with preparing reports as needed. Current work will encompass the following grants and other programs as identified.

The Health Rocks! Program draws from a national curriculum aimed at encouraging youth from ages 8-14 to adopt healthy behaviors and reduce tobacco, alcohol, and drug use.

Responsibilities Include:
- Tracking participation levels through receipt and Excel spreadsheet entry of various demographics for an anticipated participation level of 2000 youth and teams of adult and older youth group leaders.
- Logging and maintaining copies of attendance sheets and reports for each program delivery site.
- Receiving and entering retrospective post-pre-program evaluation responses regarding the impact of Health Rocks! on youth knowledge, beliefs, and attitudes collected from the individual youth participants.
- Assisting with distribution and collection of evaluation forms.
- Preparing brief reports on findings as needed.

The ConAgra 4-H Food Smart Families program is focused on developing healthy youth behaviors and teen teacher delivery of lessons related to healthy eating and physical activities.

Responsibilities Include:
- Entering end of program evaluation responses for youth and teen teachers into a national data-base

Preferred Qualifications:
- Attention to detail
- Experience in managing data/use of Excel spreadsheets
- Interest in healthy youth behaviors.

Hours are flexible and will vary depending on program scope and is anticipated to involve approximately 10 hours per week.

Position could start immediately and run through Summer 2016. If interested, please contact:

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