

Cassia County 4-H Coordinator Position Description

POSITION TITLE: 4-H Program Coordinator **LAST UPDATE:** 01/02/2024

DEPARTMENT: University of Idaho Extension Cassia County

REPORTS TO: County Chair will evaluate 4-H program coordinator.

MISSION & VISION

A clear mission and vision are our guiding principles as the University of Idaho 4-H Youth Development program initiates, conducts, and evaluates its educational program offerings. These are:

Mission

4-H empowers youth to reach their full potential through working and learning in partnership with caring adults.

Vision

4-H... A leader in developing Idaho's youth to become responsible, productive citizens, meeting the changing needs of a diverse society.

MAJOR FUNCTION

Coordinate the 4-H Program in Cassia County. Is responsible for recruiting, training, and supervising volunteer leaders and 4-H members. Provide leadership in developing, planning, and conducting programs that deliver youth education and volunteer development curricula. Serve as liaison for the 4-H Program between 4-H Volunteer Leaders Council, Market Animal Sale Committee, and others within the community and the University system.

DUTIES AND RESPONSIBILITIES

Essential

- Support 4-H volunteer leaders and members by:
 - supervise and direct volunteer leaders, parents and members
 - recruit and train new leaders.
 - provide the community information on 4-H curricula, supporting resources, and faculty members to help develop leadership skills in youth and volunteer adults.
 - supervise, direct, and provide leadership with Extension faculty in educating volunteers.
 - developing and maintaining the county leader and member recognition program.
- Coordinate 4-H Program in Cassia County by:
 - provide leadership in developing, planning, and conducting programs that deliver positive youth development education and volunteer development curricula.
 - project training; assisting and organizing clubs.
 - organize and conduct educational events, activities, workshops and presentations.
 - advise and counsel local 4-H clubs and volunteer leaders in organizational skills, personal development skills of youth and adults, and policies of the state and county 4-H program.
 - assist 4-H Volunteer Leader's Council, project committees, and standing committees in planning, implementing, and promoting county, district and state 4-H activities and events.
 - coordinate with faculty, 4-H Volunteer Leader's Council, project committees, and Fair board for the yearly update of the 4-H schedules, rules and facilities in the county 4-H/FFA fair book.
 - work with faculty and superintendents to recruit judges for 4-H events, including the county fair. distribute information to and assist other faculty and 4-H supervisors.
 - order 4-H materials.
- Collect and report 4-H participation data and help evaluate 4-H programs by:
 - use current 4-H reporting system and other computer software as needed.
 - report yearly activity to Extension reporting system and to the department chair.
 - communicate to faculty and volunteer leaders the results of programs, activities, and events to maintain or modify a quality 4-H Program.
- Assist the Cassia County 4-H/FFA Market Sale committee as needed.
- Increase the awareness of the 4-H program by:
 - submitting articles to the local newspaper,
 - presenting programs to area organizations and agencies
 - utilizing trained 4-H teens in recruitment and awareness of 4-H program,

- developing news releases and other marketing tools; educating the community, youth and volunteers about the University of Idaho Extension System and Cassia County 4-H program youth opportunities, benefits, and needs.
- Continue professional growth by attending in-service training, professional meetings, and workshops.
- Comply with the University of Idaho policy on affirmative action and equal opportunity as stated in the University of Idaho Faculty and Staff handbook by contributing to the University of Idaho Extension and Cassia County Extension affirmative action plans.

Marginal

- Maintain good working relationship with community agencies by keeping agencies and advisory committees informed of the growth, development, and activities of the 4-H program, and attending community meetings and coalitions.
- Maintain a professional image for the betterment of the University of Idaho and Extension by acting as an advocate of the Land Grant University and its role in Idaho and communities.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Professional Characteristics

- Bachelor of Science Degree in Agriculture, Family and Consumer Science, Recreation, Education, or closely related field, or a combination of previous experience as a 4-H Program Coordinator or Aide and post-secondary education to equal 4 years, or 4 years' experience as a 4-H Program Coordinator or Aide.
- Willingness and ability to conduct and attend evening and weekend activities and meetings.
- Willingness and ability to travel to other work sites. County vehicle may be used if available, otherwise mileage will be reimbursed at the county rate when personal vehicle is used.
- Demonstrated ability to organize and work with people and area agencies in problem solving and decision-making.
- Ability to work with and adapt research materials for effective oral or written educational use including adaptation to bilingual audiences, if necessary.
- Ability to use computers and current standard computer software.
- Ability to perform essential duties such as weighing and handling large animals, moving large objects and equipment, etc.
- Valid Idaho Driver's license.
- Successfully pass a background check.

ADDITIONAL DESIRABLE QUALIFICATIONS

Knowledge, Skills, and Professional Characteristics: Supervisory experience

- Experience working with children and/or adult volunteers.
- Ability to speak, read, and write Spanish fluently.
- Experience in the 4-H Program.

To enrich education through diversity the University of Idaho is an equal opportunity/affirmative action employer and educational institution. University of Idaho, U.S. Department of Agriculture, and Cassia County cooperating.