



4-H Shooting Sports

Learn by Doing

4-H Volunteer Job Description – Safety and Education in Shooting Sports (SESS)

Position Description:	Coordinator – 4-H SESS Program
Time Commitment:	Length of service is one year. Renewable. Three year commitment preferred. Program ranges from 10-40 hours.
Location:	Function from home and serve youth with the county/area.
Supervision:	Extension professional in charge of 4-H (youth) programs.
Purpose:	Be responsible for the overall coordination and management of the county/area 4-H shooting sports program.

Responsibilities:

1. Administration: follow state plan, policies, and risk management requirements. Complete reports and maintain 4-H membership records and maintain equipment inventories.
2. Communications: develop good working relationships with members, parents, instructors, volunteers and Extension professional staff.
3. Planning: work with other instructors, Extension staff, parents, members and community partners to develop a county shooting sports short-term and long-term plan to create the best possible program for your county. This includes setting up a 4-H Shooting Sports Committee that seeks to grow the program.
4. Volunteer Development: Recruit, orientate, and recognize instructors and other adult and teen volunteers (on-going).
5. Resource Development: Develop resources such as cash, equipment and use of facilities and keep financial and asset records in accordance with Iowa 4-H policy.
6. Promote the 4-H SESS program to youth, families and the community through various ways.
7. Plan/schedule supplemental learning experiences-tours, special events, service projects, etc.
8. Liaison with the Extension Service and county 4-H committee.
9. Ensure quality control of county program by monitoring club SESS activities.

Qualifications Required:

1. Age 21 or older and successful completion of the child protection and safety policy screening process.
2. Willingness to attend on-going training
3. Ability to work with adults and delegate responsibility.
4. Have an interest in the development of youth and shooting sports.
5. State certification and recertified as required.
6. Previous leadership experience.

Qualifications Required (continued):

7. Organizational, management, communication, public relations and marketing skills.
8. Knowledge of networking and collaborating.
9. Knowledge of overall 4-H program and activities and/or willing to learn about them.
10. Moral standards consistent with the 4-H philosophy.

Support to be Provided:

1. 4-H SESS coordinator training workshop.
2. 4-H SESS curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.

To Apply, Contact:

Your county Extension Office (put link here).

IOWA STATE UNIVERSITY
University Extension

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