POSITION: County Youth Coordinator (CYC)

HOURS: 40 hours per week with frequent evening hours and some weekends

SUPERVISOR: Executive Director

Overview: County Youth Coordinator will focus on positive youth development through the 4-H program in Buchanan County. Staff will work with youth, volunteers, and professionals to plan, implement, and evaluate a progressive series of educational programs and experiences that work toward multiple life skill outcomes (productive citizens, outstanding communicators, effective leaders, and successful learners). This position should empower youth to reach their full potential through youth-adult partnerships and research-based experiences.

Responsibilities:

- Collaborate with internal and external partners to advance the Iowa 4-H mission and vision.
- Establish relationships with all public and private schools in the service area. Assist to prioritize, plan and implement programs based on District, school and individual classroom needs.
- Work with schools and communities to host afterschool programs in either school or other settings.
- Build relationships with program partners, stakeholders and clients to build the program. Utilize these relationships for fundraising, securing volunteers, hosting programs and identifying community needs and resources.
- Use the volunteer management system (ISOTURE model) to recruit, screen, orient, train and evaluate volunteers to expand 4-H capacity to deliver 4-H programs. Along with ISOTURE resources, utilize volunteer program tools and processes set by the Extension Council.
- Develop and implement a year-round county recruitment and retention strategy to bring diverse youth from entry-point activities into long-term involvement in 4-H and Clover Kids Programs.
- Develop community 4-H and Clover Kids clubs through club visits, guidance in club vibrancy, finances, etc.
- Develop, implement and support a Youth County Council (YCC). YCC will meet at least monthly.
- Assure compliance with risk management policies, including required training and background checks of volunteers.
- Promote 4-H state and county programs, events, and activities, working with local partners and media.
- Maintain correspondence with 4-H members, leaders, program participants, Extension support staff and the public. This may include news releases, newsletters, telephone, written and electronic mail, texts, on-line media tools, etc. It is appropriate to involve other staff members in this correspondence effort; holds ultimate responsibility for thorough and accurate correspondence that is efficient and effective.
- Plan and organize 4-H and Clover Kids involvement with the Buchanan County Fair. Responsibilities will include, but not be limited to: fair book development, hiring of judges, news releases, ordering awards and ribbons, weigh-in of all species, coordinating judging events.
and activities, working with Extension Council, Fair Board, livestock superintendents, Youth Advisory Committee and Extension teammates.

- Plan and coordinate activities such as; Awards Night, Communications Day, National 4-H Week events, Club Officer Training, Record Book Evaluations, Citizenship Washington Focus Trip, YQCA Training, etc.
- Provide staff support for the Youth Advisory Committee, 4-H Club leaders, and other volunteers.
- Recruit for and coordinate; forms, correspondence, and participation in area and state events and opportunities such as National 4-H Conference, State Conference, State Council Selections, State Fair, etc.
- Coordinate 4-H enrollment system, 4-H records, and 4-H publications.
- Manage 4HOOnline and FairEntry Program and process 4-H entries for the county fair, regional, and state events.
- Coordinate with the Office Assistant for media coverage for 4-H events and activities.
- Attend county, area, and state training as required and needed.
- Coordinate with the County Director, Regional Extension Education Director (REED), County Extension Council, and Youth Program Specialist to assure adequate financial resources are secured to carry out the county 4-H program.
- Work with the County Director to identify ways to reach under-served and under-represented target audiences within the county and/or surrounding area.
- Work collaboratively with the Buchanan County teammates to implement youth development programming including, but not limited to, Summer Day Camps and Library Programs.
- Work collaboratively with the Buchanan County teammates on county fair.
- Other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Team player
- Self-motivated with ability to work with minimal supervision
- Problem solving skills
- Cultural competence
- Computer skills including Microsoft Outlook, Word, and Excel
- Organizational skills
- Project management skills
- Conflict management and resolution skills
- Dependability
- Collaboration and networking skills
- Volunteer management skills
- Ability to lift and move 40 pounds
- Proficient communicator with internal and external sources.

**Required Qualifications:**

- Experience working with youth and volunteers
- Experience with volunteer development
- Bachelor’s Degree
- Three years of youth development work experience
- Experience organizing events and activities
- Knowledge of 4-H and other ISU Extension and Outreach programs

**Preferred Qualifications**

- Master’s degree in a relative field of study
This is a full-time position, located in the ISU Extension and Outreach Buchanan County Office. Programming will take place outside the office; therefore, travel will be required to reach youth and families. Valid driver's license and access to reliable transportation is required of the successful candidate. Ability to pass a criminal background screening test is also required of the position. Based on a 40-hour workweek, hours involve days, evenings, weekends, and/or overnights. Hours will vary according to the events being planned. Professional development is expected. The work hours need to be flexed during the week as to not exceed 40 hours.

AA/EEO

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Signature

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Date