Carroll County ISU Extension and Outreach
County Youth Coordinator

Iowa 4-H and the County Youth Coordinator will focus on Positive Youth Development. This full-time position 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. This position is the first point of contact with clientele and provides administrative assistance to improve operations and ensure the effective and efficient operation of the county Extension Office. The County Youth Coordinator is under the supervision of the County Manager.

Extension Council Collaboration
- Work with Council to develop long-term goals and strategic plan as directed by Council.
- Informs Council of county activities, projects and programming with project outcomes through a monthly staff report.

Leadership
- 4-H Youth Development programming/administration needs
- Supports strategies to develop and sustain volunteer networks
- Offers comprehensive and complex programming to support long-term change, matching relevant information and programs with audience needs
- Assists with Needs Assessments and secures resources for K-12 Youth Outreach Programming
- Supports office operations as needed

Program Delivery
- As 4-H Youth Development Program Lead, implement research-based curriculums in partnership with other agencies/organizations
  - Make appropriate community contacts to develop additional program resources
  - Recruits and supports volunteers in various Extension program materials; work with volunteers to address 4-H Youth Development Program needs
  - Processes all volunteer background screenings
- Serve as Coordinator for specific educational events that occur as part of the comprehensive program
- Works with Staff and Volunteers to answer client questions and respond to client requests for technical assistance
- Foster and contribute to a positive work climate with:
  - Colleagues
  - Advisory group audiences
  - Regional partners
  - Carroll County 4-H Endowment Committee
  - Region 12 Youth Staff
  - County Fair Superintendents/Volunteers
  - Carroll County 4-H/Clover Kids Leaders and Youth
- Prepare marketing and follow-up articles/photos of Extension events and communicate Extension work on the Carroll County ISU Extension and Outreach website, social media and through Success Stories
- Consult with ISUEO Youth Program Specialists, and Region 12 Youth Staff on current issues
- Use technology for program communication, trend monitoring, and locating information
- Secure program sponsorship through appropriate fundraising efforts
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
- Project management and organizational skills
- Conflict management and resolution skills
- Dependability
- Phone Skills

Administrative Responsibilities:

- Receives and manages office calls/clientele.
- Keep appropriate staff informed of project milestones and accomplishments
- Assists county paid staff and ISUEO Specialists with program execution and day to day office function.

Preferred Qualifications:

- Experience working with youth and volunteers
- Experience organizing events and activities
- Experience with Positive Youth Development
- Associates degree or bachelor’s degree

Accountability

This person reports to the County Manager and the Extension Council Personnel Committee.

Evaluation

The County Manager and Personnel Committee will conduct an annual performance appraisal.

Work Schedule/Benefits

1) Hourly wage, funded by county funds, commensurate with experience and education
2) On-going professional development training related to job responsibilities
3) Employer’s share of Social Security, IPERS and Medicare
4) Reimbursement for work related travel and meals
5) Sick leave
6) Annual leave (vacation)
7) Employee Personnel Handbook
8) Work schedule to be determined by County Manager and Extension Council

This is a full-time position, located in the Carroll County Extension and Outreach 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, as required for 4-H staff is also required of the position. Based on a 40-hour work week, hours involve days, evenings, weekends, and/or overnights. Nights and weekends will be required depending on programming. Professional development is expected. ISU Extension & Outreach, Carroll County is an Affirmative Action/Equal Employment Opportunity Employer