

**COUNTY YOUTH/4-H COORDINATOR
POSITION DESCRIPTION
CLINTON COUNTY EXTENSION DISTRICT**

Terms of Employment

- **Location:** Clinton County Extension Office, DeWitt, IA
- **Employer:** Clinton County Extension Agricultural District
- **Status:** Full-Time Hourly Non-Exempt
- **Supervisor:** Clinton County Extension County Director

Benefits

- Mileage (from county office), Out-of-county meals and lodging, Job-related fees, Training, IPERS, FICA, Workmen's Compensation, Vacation, Sick Leave

Overview

Iowa 4-H and the County Youth Coordinator will focus on Youth Development. 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. The position reports to the County Director.

Responsibilities

- Collaborate with internal and external partners to advance the Iowa 4-H mission and vision.
- Develop and implement a year-round county recruitment and retention strategy for diverse community and corporate volunteers.
- 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.
- 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.
- Communicate effectively and build relationships with the County Extension Council, youth, families, volunteers, other extension staff and community partners.
- Represent Iowa State University, Iowa State University Extension and Outreach, and Iowa 4-H professionally and positively.
- Collect, analyze, and share county data to ensure program effectiveness.
- Implement programs in accordance with state and federal guidelines and policies, and share with volunteers and community partners.
- Administer evaluations and share impacts with County Extension Council and partners.
- Work with County Extension Director to ensure adequate financial resources are secured.
- Grant writing

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

Required Qualifications:

- Experience working with youth and volunteers
- Experience with volunteer development
- Experience organizing events and activities
- Bachelor's degree

Full-time is 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.

Programming takes 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

To apply for the **COUNTY YOUTH/4-H COORDINATOR** position, submit a cover letter, resume, three personal/professional references and the completed application that is available with instructions at: www.extension.iastate.edu/Clinton.

Direct questions and submit materials to Jeffrey Macomber, Regional Director: jmacombe@iastate.edu At least one application item submitted via e-mail. Mailing address: Jeffrey Macomber, Regional Director, Iowa State University Extension and Outreach, 107 Cedar Street. Tipton Iowa 52772.

To be guaranteed consideration, apply by May 22, 2019 at 4:00 pm. Position will remain open until filled.

We are an Affirmative Action/Equal Opportunity Employer