Dickinson County Extension
Job Description
(08.21.15)

Position:  County Youth Coordinator
Hours:  40 hours per week (including flexibility to work evenings or weekends)
Reports To:  County Extension Director
Purpose:  Plan, implement, and evaluate 4-H & Youth educational programs that work toward multiple life skill outcomes (citizenship, leadership, communications, personal life management, and knowledge).

Responsibilities include but are not limited to:

- Implement programming to attract new youth audiences to address current and emerging local issues
- Recruit, train, and engage new and existing volunteers in support of 4-H program priorities
- Support and recognize existing members, volunteers and families
- Promote 4-H Clubs, in-school & out-of-school programs, and regional and statewide 4-H opportunities
- Evaluate programs and report impacts to the County Extension Director, Council, and stakeholders
- Build partnership support in program efforts and financial support with grants, fundraising and in-kind donations
- Acquire skills needed by participating in appropriate professional development and training opportunities
- Maintain organized work environment and ensure confidentiality of all extension business
- Work independently and collaboratively with staff, partners, and volunteers to foster a positive work environment
- Promote and utilize appropriate research-based information from Iowa State University
- Follow policies as described in the County Personnel Handbook, Fiscal Policy Handbook, and ISUEO
- Provide assistance and support for other Extension programs as assigned and needed

Qualifications:

- Bachelor’s degree in education, child development or related field preferred
- Evidence of successful experience in program planning and delivery with youth and adults
- Demonstrated results with volunteer recruitment and development
- Evidence of good written, oral and customer relationship skills
- Proficiency in Microsoft Office Suite products, Internet, social media, and e-mail applications
- Demonstrated ability to problem-solve, multi-task, organize, and prioritize to meet deadlines
- Effective team player with self-motivation and good work ethic
- Flexible work hours
- Valid driver’s license and reliable transportation
- Ability to pass background screening to meet the Child Protection and Safety Policy

Terms of Employment:

- The County Youth Coordinator is directly responsible to the County Extension Director.
- The wage is established by the County Extension Council.
- Flexible weekly hours (based on work load and office schedule) are not to exceed an average of 40 hours per week without prior approval by the County Extension Director. Hours require some evenings, weekends, and occasional overnights. Ability to extend hours during county fair week is a must.
- In accordance with ISU Extension Child Protection & Safety Policy, a background check will be conducted. Employment may be terminated if not satisfactorily approved.

Benefits:

- Hourly wage, funded by the Dickinson County Extension Council, commensurate with education and experience
- Employer’s share of Social Security, IPERS and Medicare
- On-going professional development training related to job responsibilities
- Annual Employee Assistance Program
- Reimbursement for work-related travel, meals, and lodging expenses as outlined in the Personnel Handbook
- Sick leave upon appointment to regular, full-time status
- Personal leave (vacation) upon appointment to regular, full-time status

Extension programs are available to all without regard to race, color, national origin, religion, sex, age, disability, political beliefs, sexual orientation, and marital or family status.