Greene County Extension Youth and 4-H Coordinator Job Description

This regular, full-time leadership position directs all Greene County Youth and 4-H activities in Greene County working closely with youth, families, Extension staff, council, community leaders, and Iowa State University specialists. The Youth and 4-H Coordinator supports county youth, volunteers and program specialists in the planning, preparations and implementation of 4-H experiences that work toward multiple life skill outcomes (leadership, citizenship, communications, personal life management and knowledge). Reports directly to the Greene County Extension Director and works with local Greene County Extension Council.

Job duties include, but are not limited to:

4-H/Youth Development Programming

- Organize, lead, and implement research-based youth and 4-H educational programming that meets the needs of Greene County year-round.
- Recruit, network and retain volunteers, delegating responsibility according to volunteers’ strengths and interests and facilitate necessary screening/training
- Manage all 4-H activities at Greene County Fair including all livestock and static exhibits – organize county fair entries, livestock IDs and other 4-H event entries
- Communicate with Greene County Fair Board, Greene County Fair Superintendents, local volunteers, and the State 4-H office to evaluate county fair rules and regulations
- Plan and process necessary forms and correspondence for area fairs, conferences, camps, and field trips
- Coordinate program of work reporting with Greene County Extension and Outreach staff and Regional Youth Program Specialist
- Assure human and financial resources are secured to carry out the county 4-H program
- Develop county 4-H programming with community partners to reach new and underserved audiences and local youth issues
- Provide local oversight for county, state, and national 4-H policies and procedures
- Collaborate with other counties, regional, and campus specialists to advance the 4-H youth development program.
- Facilitation of the start-up and continued development of multiple types of 4-H clubs and experiences
- Facilitate the work and efforts of the Greene County 4-H Youth Development Program Committee
- Lead and advise the Greene County 4-H Young Leaders, facilitating meetings, activities, and events
- Works closely with Greene County 4-H Foundation as an ex-officio board member
- Secure public and private support through fundraising and grants
- Ability to problem solve and adapt to changing educational delivery methods
- Other duties as assigned

Administrative and Marketing

- Provide general office assistance when needed and/or in the absence of the Office Assistant
- Maintain and update Greene County 4-H enrollments, as well as leader and volunteer records, through 4-H Online program and internal 4-H database/lists
- Provide immediate assistance to 4-H and youth clientele as needed/requested
- Maintain mailing lists/labels, material preparation, and follow-up for 4-H and youth programs
- Assure compliance with risk management policies, including required training and background checks of volunteers
- Manages local data collection in line with program area requirement
- Assist with event registration, program hosting, and follow-up reporting
- Write a monthly summary report of activities, trainings, and accomplishments for Greene County Extension and Outreach Council staff report
- Represent Iowa State University, Iowa State University Extension and Outreach, and Iowa 4-H professionally and positively
- Maintain a professional, orderly, and organized office and 4-H storage space
• Regularly update Greene County Extension website and utilize social media with latest news, events, and information related to 4-H and youth
• Publish and disperse a monthly electronic and hard copy 4-H newsletter to Greene County 4-H families
• Promote Greene County Extension and Outreach programs, events, and resources to area media sources, local community, and stakeholders.

Professional Development
• Develop and follow a personal professional development plan consistent with personal and organizational goals
• Participate in regional and/or state 4-H and youth program activities as appropriate and needed
• Maintain positive working relationships with all county and state Extension staff

Qualifications
• Bachelor’s degree in youth subject matter
• 4-H knowledge and previous 4-H experience preferred
• Must enjoy working with youth, volunteers, and families
• Motivated, people oriented, and a team player
• Strong verbal and written communication, organizational skills and current computer and software knowledge
• Ability to work evening and weekend hours and possess reliable transportation
• Ability to lift, move and transport projects and supporting materials
• Successful Child Protection Safety Policy (CPSP) background screening
• Valid Iowa driver’s license, proof of vehicle liability coverage, and reliable transportation
• Resident of Greene County preferred

Job Skills
• Ability to communicate orally and in writing to youth and adults
• Computer, filing and organizational skills
• Working knowledge of office equipment
• Problem-solving skills and ability to work on multi-tasks simultaneously
• Self-starter – able to initiate work, without direct supervision
• Motivated and people-oriented

Benefits
• Full-time, hourly wage, funded by county funds, commensurate with experience and education
• Partial payment of premium for health and vision insurance (determined annually by council)
• On-going in-service training related to job responsibilities
• Employer’s share of Social Security, IPERS and Medicare
• Employee assistance program
• Reimbursement for work related travel and meals
• Sick leave upon appointment to regular-time status
• Vacation upon appointment to regular-time status
• Professional Development benefit following 6 months of satisfactory service at regular-time and full-time status as described in the Personnel Policy Handbook

Greene County Extension is an Affirmative Action/Equal Employment Opportunity Employer.