IOWA STATE UNIVERSITY
University Extension

JOB DESCRIPTION – COUNTY YOUTH COORDINATOR rev 7/15

I. NATURE AND REQUIREMENTS OF POSITION: This position provides assistance to Iowa State University Extension & Outreach (ISUEO) in Jefferson County and to the Regional Extension Education Director to maintain and grow the 4-H program in Jefferson County. The position requires knowledge of 4-H, skills in written and oral communication, skill in delivery of a wide variety of topics relating to 4-H good judgment, dependability and confidentiality.

- Part time, 32 hours per week, with an increased number of hours as the program grows, flexible schedule with weekend and evening work required.
- Directly responsible to Youth program specialist, REED and County Extension Council.
- Follow Extension Council & Iowa State University Extension & Outreach administrative guidelines.

II. QUALIFICATIONS FOR EMPLOYMENT
- High School degree required and Post-secondary degree preferred. Knowledge and experience in 4-H preferred
- Two years of relevant work experience preferred.
- Skills needed: facilitative and organizational, written and verbal communication, computer, conflict management
- Demonstrated interest in youth and volunteer leadership, ability to work with a team and be a self-starter
- A creative, motivated leader capable of: delegating tasks and coordinating volunteer efforts, problem solver, critical thinker, and decision maker.
- Valid driver’s license and reliable transportation.
- Employment contingent on successful screening in Child Protection Safety Program.
- Ability to lift 40 pounds

III. MAJOR RESPONSIBILITES
A. Program Development/Maintenance
   1. Implement educational programs designed by professional staff as directed by Extension council program plans.
   2. Recruit youth to participate in the county, state and regional 4-H program.
   3. Support the county and Regional 4-H Youth program areas of: 4-H clubs, Clover Kids, after school, day camps, and others as assigned.
   4. Ordering, organizing, and distributing 4-H materials.
   5. Write and send monthly 4-H newsletter and other programmatic communication to intended audiences.
   6. Assist with online 4-H enrollment program.
   7. Evaluate programs and assist in compiling data/preparing year-end reports.
   8. Attend local, regional and state training and planning sessions.
B. Youth program development
1. Assist in organizing and conducting educational activities as assigned especially the Jefferson County Fair and extra activities.
2. Encourage development of life skills among program participants.
3. Meet with County Teen Council, 4-H and Youth Committee, volunteers, and leaders to provide leadership to assist them in planning and carrying out group’s activities.

C. Volunteer Development
1. Recruit and screen volunteers for various roles and activities.
2. Assist in organizing volunteer orientation and training and presenting specified materials.
3. Assist, coordinate and support volunteers in conducting assigned tasks.

D. Communication/Relationships
1. Contribute as an integral and productive member of the Regional and County 4-H team.
2. Promote 4-H activities and events by using radio, newspapers, TV, social media, county extension website, electronic office sign, and other media venues.
3. Develop and maintain effective working relationships with schools and other 4-H Youth Development partner agencies and organizations.
4. Able to successfully demonstrate diplomacy and facilitation skills
5. Develop and maintain effective working relationships with office staff members. This would include participation at monthly staff meetings.
6. Provide Extension Council with programmatic information and public value statements on a monthly basis.

E. Resource Development
1. Utilize 4-H/Youth Committee to secure public/private program support.
2. Participate in fundraising and grant writing for specific use in the 4-H program.
3. Identify and utilize staffs’ expertise for the development of the youth program for items outlined in job description.
4. Annually develop county 4-H program budget.

Iowa State is an Equal Opportunity Employer.