

# IOWA STATE UNIVERSITY

## Extension and Outreach

### **Job Description: County Program Coordinator**

The County Program Coordinator will work in the areas of Agriculture and Natural Resources, Community Economic Development, Human Sciences and 4-H Youth Development. This position will work with adults and youth, volunteers, and professionals to plan, implement, and evaluate a progressive series of educational programs and experiences that work toward multiple life skill outcomes.

**OBJECTIVE:** To plan and deliver programming in identified program areas. To assist with administration for extension programming.

### **RESPONSIBILITIES**

- Provides direct instruction of education and experience.
- Plans, coordinates, and implements educational programming in a specific program area in collaboration with program specialists, regional directors and councils.
- Builds community collaborations and serves as the face of ISU Extension and Outreach locally.
- Inform supervisor of county projects and project outcomes.
- Support and initiate strategies to develop volunteer networks.
- Manages local data collection in line with program area requirements. (MyData)
- At least annually, work with the Program Committee and the Regional Director to develop a program of work based on community needs and supporting data.
- Actively works to foster a climate that is grounded in respect, value, and belonging with all audiences.
- Maintain a positive working relationship with staff and clients in the county.
- Continually develop and enhance relevant skills and understand current professional standards.
- Work with County Extension Council to ensure adequate financial resources are secured.
- 4-H Community Club
  - club programs filed
  - workshops
  - leader recruitment and reenrollment for approval and acceptance
  - monthly 4-H Newsletter and web site updates
  - recordkeeping process and workshop
  - recognition selection and event
  - behavior management best practices
  - support risk management best practices
- Fair support
  - Fair Entries
  - Fair book: 4-H updates done by April 1
  - Fair board liaison
  - 4-H Superintendent recruitment and training

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- 4-H delivery at county fair
- Volunteer on-boarding and training
  - 4hOnline 2.0 user support
- -4-H Clover Commissions meeting facilitation
- Summer activities – enrichment or day camps (not more than 4)
- Other duties as assigned

### **QUALIFICATIONS**

- High school graduate
- Content knowledge in at least one field: agriculture and natural resources, human sciences, youth development, community and economic development
- Strong written and oral communication skills
- Computer, organizational, and problem-solving skills
- Team player and people oriented
- Ability to work evenings and weekends
- Teaching or facilitation experience in field related to program area if direct instruction is a required job responsibility

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree with additional years' experience
- Demonstrated record of establishing new programs
- Successful contract and grant writing experience
- Experience working cooperatively with boards and diverse groups

### **Time**

- Full-time of 36 hours per week
- Extension Office hours are Monday – Thursday, 8:30 AM – 5:30 PM
- Hours are variable due to programming needs.

### **Benefits**

- Salary commensurate with education and experience
- Ongoing in-service related to job responsibilities
- Employer's share of social security, IPERS, and Medicare
- Access to ISU medical, dental and prescription health plans
- Reimbursement for work-related travel and meals
- Paid leave and holidays
- Employee Personnel Handbook

**SUPERVISOR:** Regional Director

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