

Job Description
Clover Kids Coordinator

I. NATURE AND REQUIREMENTS OF POSITION:

- This position provides assistance to Iowa State University Extension and Outreach (ISUEO) and to the Regional Extension Education Director for organization and delivery of Clover Kids programming.
- The position requires knowledge of ISUE, county policies and Iowa 4-H Clover Kids program policies, skills in written and oral communication, skill in delivery of a wide variety of topics relating to Clover Kids and families programs, good judgment, dependability and confidentiality.
- The Keokuk County Clover Kids Program is open to students who attend school in the Sigourney, Tri-County, Pekin and Keota School Districts and are in Kindergarten through 3rd grade.
- The Clover Kids Program is held at various elementary schools located in Keokuk County.

II. QUALIFICATIONS FOR EMPLOYMENT:

- Experience teaching and/or leading group activities with youth and adults
- Educational background in education and/or youth development preferred
- Minimum of high school degree or equivalent; college education preferred
- Valid driver's license and reliable transportation
- Employment contingent on successful screening in Child Protection Safety Program
- Ability to supervise others and work with minimal supervision from professional staff

III. SPECIFIC RESPONSIBILITIES:

- Teach educational sessions using approved Clover Kid curriculum
- Supervise students during the majority of each Clover Kids session
- Responsible for the coordination and management of curriculum and scheduling at the respective sites.
- Organize all materials needed for project which may include ordering, shopping, and sorting.
- Collect specified information for use during the program, and for reporting to our school partners, the Keokuk County Extension Council, and state and federal partners.
- Work to ensure adequate assistance and material resources at the sites.
- Maintain the philosophy and standards for the Clover Kids program and the School Districts through attention to program quality and maintenance of a consistently safe and nurturing environment.

- Demonstrate a commitment to improving the lives of children and an appreciation for a variety of learning styles.
- Be well organized and responsive to students' needs.
- Demonstrate understanding of a variety of teaching techniques and sound group management techniques to ensure a safe environment for children.
- Work with CYC to coordinate all 4-H messages and 4-H recruitment materials
- Serve as a liaison between the county Extension Office and the school partner sites
- Comply with all aspects of Iowa State University Extension's Child Protection and Safety Policy
- Comply with ISU's mandate to be nondiscriminatory

IV. DEMANDS OF POSITION:

- Part-time, with hours generally between 3pm and 5pm Monday through Thursday plus administrative preparation time for a total of about 10 hours per month September through May.
- Hours may vary with specific projects or recruitment and could include some days, nights and weekends, at an hourly wage rate of \$16.
- Travel reimbursement at IRS rate, directly responsible to the Keokuk County Extension Council and Iowa State University Extension and Outreach administrative guidelines.
- This position requires routine office demands, with occasional lifting of a moderate amount of weight including files, records, books, stacking chairs, moving tables, plus considerable bending, sitting, standing and reaching while assisting with serving of snacks, supervising recreation (outside and inside) and other activities.
- An Iowa driver's license and access to transportation are required.
- Applicants must be familiar with and able to use a variety of computer programs.
- High School Degree is required and post-secondary education or a Bachelor's degree are preferred but not required.
- The applicant will be required to pass the Iowa State University Extension's Child Protection screening.

V. SUPERVISION:

- Reports to Regional Extension Educational Director and Keokuk County Extension Council
- Consults with Youth Outreach Educator and Youth Program Specialist on approved curriculum, Clover Kids rules, and risk management issues.
- Consults with Regional Director on budget, personnel issues, and other general program issues.

Signature

Date