

## **K-12 Program Coordinator**

### **I. Position:**

- A. Position Title: Part Time K-12 Program Coordinator
- B. Location: Wright County Extension Office, Clarion, IA

### **II. Description:**

- A. Provide leadership for the efficient, effective, and well-organized operation of the Wright County Clover Kid Program and related K-12 youth programming.
- B. Assist with office coverage as needed providing clerical and administrative support.
- C. Contribute to effective public relations by representing Iowa State University Extension and Outreach and Wright County Extension as a professional, non-biased, and client centered educational organization.

### **III. Major Duties and Responsibilities:**

- A. Lead Clover Kids Program and Support 4-H & Youth Programs working collaboratively with the 4-H Program Volunteer Coordinator and Youth Program Specialist.
  - 1. Organize Clover Kids Program, including in school activities, library programs and day camps.
  - 2. Organize additional K-12 youth programming with community partners such as school districts and local libraries.
  - 3. Support 4-H recruitment efforts.
  - 4. Help maintain the 4-H Online enrollment database and Fair Entry, and file appropriate forms for Clover Kids programming and volunteers, including background checks.
  - 5. Aid in the preparation of materials for 4-H & youth programming including community club items.
  - 6. Help with youth events/activities as needed.
  - 7. Attend 4-H events and activities to support county 4-H programs.
  - 8. Attend Wright County 4-H Foundation meetings as needed.
  - 9. Collaborate with the 4-H Program Volunteer Coordinator and Youth Program Specialist in the development and implementation of educational programs for recruitment and retention.
  - 10. Work with volunteers to achieve a rewarding 4-H experience for all involved.
  - 11. Evaluate grant opportunities for 4-H programming when opportunities arise for 4-H and/or STEM materials.
  - 12. Collaborate with the Regional Director, 4-H Program Volunteer Coordinator, and Program Specialists in the development and implementation of educational events. Tasks associated with educational events might include the creation of flyers, brochures and registration forms, establishing an attendance list/registration list, phoning to confirm attendance or changes important to the attendee, securing food service, ordering publications, welcoming attendees at the registration table,

reproducing handouts and educational materials, setting up audio and visual equipment, tables and chairs etc.

13. Provide leadership to specific events or programs at the county fair.
  - a. Youth activities and where other support is needed.
14. Work with fair entries when turned in, develop schedules, assist with printing programs etc.
15. Professional development opportunities as they arise, may include travel/overnight travel.
16. Other duties as assigned.

#### **Resource Development**

1. Collaborate with 4-H Program Volunteer Coordinator on fundraising efforts.
2. Assist in generating revenue for the 4-H program.
3. Support grant efforts.

#### **External Relations**

1. Represent the Wright County Extension Council on community or county boards, networks, coalitions, public events, and committees as identified by the council.
2. Participate in regional and multi-county educational programs as identified by the council.
3. Gather and summarize materials for radio, news releases, feature stories, and other social media.
4. Speak on behalf of 4-H & Youth programs as well as other Extension Program areas at public events such as service clubs.
5. Other duties as assigned.

### **IV. Position Specifications and Candidate Qualifications**

#### **A. Candidate Qualifications**

1. High School diploma or equivalent. Bachelor's Degree preferred.
2. Experience working with youth and preparing youth programming is preferred.
3. Ability to understand and execute oral and written instructions.
4. Access to transportation and possess a valid driver's license.

#### **B. Position Specifications**

1. Ability to be a team player; ask for help when needed, self-motivated; identifying and presenting solutions for needed procedures.
2. Ability to operate computer software programs and learn new applications as needed.
3. Ability to plan, organize, prioritize, and coordinate time and job activities.
4. Ability to work and communicate with youth and adults.
5. Possess ability to implement conflict management skills.
6. Possess ability to recruit volunteers and clients.

**V. Accountability:**

- A. This person reports to the Region 3 Regional Director.
- B. Written summary report due monthly to Wright County Extension Council.

**VI. Terms of Employment**

- A. Hourly wage to be established by Extension Council.
- B. Flexible weekly hours not to exceed 36 hours per week as an average during a monthly pay period. Hours could involve evenings, weekends, or overnights. The evening and weekend hours will hinge on the times of Extension events that are open to the public. Overtime pay/work is outlined in the personnel policy.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to [www.extension.iastate.edu/diversity/ext](http://www.extension.iastate.edu/diversity/ext).