

## County Youth Coordinator (CYC)

### **Mission:**

Iowa State University Extension and Outreach is a community-based education unit serving the state of Iowa — engaging citizens with the research, educational, and technological resources of Iowa State University. Iowa State University Extension and Outreach builds partnerships and provides research-based learning opportunities to improve the quality of life in Iowa. Healthy people, healthy environments, and healthy economies are at the heart of Iowa State University Extension and Outreach.

### **Job Description:**

This position provides assistance to Iowa State University Extension and Outreach in Mitchell County and to the Mitchell County Agricultural Extension District Council as the primary 4-H and Youth development educator and contact for all Mitchell County programming related to K-12 youth. This position is under the supervision of the Mitchell County Extension Executive Director and the Mitchell County Agricultural Extension District Council, and includes providing leadership opportunities for youth, promoting and helping the 4-H program grow year round, serving as a liaison and resource to schools and developing programs or activities as needed to serve community and 4-H Club or youth development needs.

This person works in a team relationship with other staff members in the office. This job will require some lifting and other physical tasks associated with carrying out our mission. Work hours are variable and are not limited to normal office hours, and should be scheduled to effectively carry out Extension programming needs while balancing hours worked on a weekly basis. Some night meetings and weekend events, and occasional overnights with youth or committees are required. This position is approximately 40 hours per week. Occasional overtime may be necessary.

Following are the basic job description and qualifications necessary for the position. Other duties may be assigned as needed to maintain office and program operations.

### **Leadership of 4-H / Youth development program:**

- Provide leadership for the recruitment and training of 4-H youth program volunteers and work with them in a team atmosphere.
- Organize events and deliver information during meetings, trainings, and workshops for youth, parents, leaders, and other volunteers.
- Organize activities, deliver information, and lead or assist with camps, exchanges, tours, shows 4-H activities and events.
- Organize, promote, recruit for, and attend various 4-H activities, multi-county programming, new member training, county project meetings, National 4-H Week, membership drives, and 4-H leader meetings.
- Work with the Mitchell County Livestock and Fair Association to plan and coordinate county fair 4-H and youth activities including weigh-in of all species; ensure that the Mitchell County 4-H Program will have final decision making authority over rules and events pertaining to all 4-H events and activities, including 4-H involvement, at the Mitchell County Fair; determine eligibility and verification of 4-H members and their projects; comply with state 4-H guidelines; supervise designated 4-H activities at the fair; attend fair board meetings as needed.
- Coordinate record book keeping, evaluation, and recognition process for youth.
- Lead Mitchell County 4-H Council in 4-H activities and promoting 4-H.
- Consult with Extension Council chairperson and Executive Director to prepare agenda and help lead 4-H Youth Committee meetings.

### **Educator for youth development programs:**

- Assist and provide support for Mitchell County Youth Programs as needed or assigned, including special summer programs.
- Organize, support and promote alternative/additional methods of delivering youth programs, including emerging or priority programs (Clover Kids, 4-H Clubs after school/out of school time, Extension Science, Engineering and Technology -STEM, etc.).
- Assist with special interest programs --project workshops, babysitting, etc,
- Participate in other community youth committees as agreed upon by the Executive Director and approved by the Mitchell County Agricultural Extension Council.
- Coordinate other 4-H and youth activities and duties as assigned.

### **Reporting:**

- Work with program assistant to keep youth database up to date (4-H Online Youth Enrollment Program).
- Manage member/leader records, order 4-H materials and supplies, and maintain current inventory.
- Manage fair entries, livestock ID's, and other event entries.
- Prepare annual 4-H statistical, success stories, and other information for annual report.
- Submit monthly activity reports to the Mitchell County Agricultural Extension Council.
- Submit records of program participation, program evaluation, wage and mileage reports as required by Executive Director and Council.

### **Publicity:**

- Deal with the public in person, in writing and over the telephone in a courteous and professional manner. Effectively communicate with clientele of all ages and backgrounds.
- Prepare monthly county 4-H newsletter and leader letter and market ISU Extension programs.
- Prepare promotional and follow-up articles/photos of 4-H events.
- Update media and web with news, results, and photos and maintain a social media presence

### **Office Support:**

- Assist Executive Director with 4-H related accounting record keeping as related to youth programming.
- Answer telephone, work with Extension clientele, and operate office machines as needed.
- Work together in a team environment to meet client needs.
- Other duties as assigned.

### **Professional Development:**

- Become knowledgeable of entire Extension program efforts.
- Attend Region 3 and State 4-H/CYC trainings, 4-H program updates, and staff meetings when offered.
- Cooperate with Region 3, and other, 4-H CYC's and area Youth Specialist (FS) staff.
- Stay abreast of 4-H program updates and developments, and advise Council and Executive Director of necessary changes in county programs.
- Take advantage of other professional development opportunities as determined and approved by the Council and Executive Director.

### **Qualifications:**

- Experience with, or knowledge of, the 4-H club program in the community.
- High school diploma; Bachelor's degree in an educational or related field preferred or equivalent youth development work experience.
- Knowledgeable and supportive of the total ISU Extension and Outreach program.
- Must have access to reliable transportation with proof of vehicle liability coverage and possess a valid driver's license.
- Ability to pass a drug screening test and Iowa State University Extension Child Protection and Safety policy, sex offender and motor vehicle record screening.
- Ability to relate well, motivate, recruit, and work with youth and adults in a friendly, courteous, and tactful manner individually and in a team atmosphere (must be people oriented and skilled in customer relations).
- Ability to lift (up to 30 lbs. to a height of 60") and other physical tasks associated with carrying out our mission.

**Job Skills:**

- Excellent verbal and written communication skills.
- Working knowledge of computer skills (e-mail, MS Word! office, Excel, Internet Explorer).
- Working knowledge of downloading, installing programs, transferring files, etc.
- Consistent attendance and punctuality a must.
- Dependable, organized, and detail oriented.
- Problem-solving skills and ability to work on multi-tasks simultaneously.
- Self-starter! Self-motivating--able to initiate work without direct supervision.
- Demonstrate enthusiasm, leadership, and marketing skills.

**Benefits:**

- As Outlined Per the Iowa State University Extension and Outreach Mitchell County Personnel Policy

**Accountability:**

- This position, CYC, reports to the Mitchell County Extension Executive Director and the Mitchell County Agricultural Extension District Council

**Acknowledgement:**

I have read the forgoing job description and understand the responsibilities of the job and the importance of exhibiting the service quality standards and work performance expectations

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_