JOB DESCRIPTION

Job Title: Montgomery County Youth Coordinator

Responsible to: County Program Coordinator and Montgomery County Extension Council

Appointment Conditions: Continuous, 12 Months. Extra work expected in the summer months.

Salary: Commensurate with academic preparation and work experience.

Benefits: County paid position with benefits according to Montgomery County Extension personnel policy

Proposed Start Date: As soon as possible.

Application Procedure: Send application, résumé and cover letter to Alan Ladd, Regional Director, at aladd@iastate.edu on or before March 29, 2019.

Description: Iowa 4-H and the County Youth Coordinator will focus on Positive Youth Development (PYD). Staff will work with youth, volunteers, and professionals to plan, implement, and evaluate a progressive series of educational programs and experiences that work toward multiple life skill outcomes (productive citizens, outstanding communicators, effective leaders, and successful learners). This position should empower youth to reach their full potential through Youth-Adult Partnerships and research-based experiences.

Primary Duties:
Program Planning and Implementation
- Collaborate with internal and external partners to advance the Iowa 4-H mission and vision.
- Develop and implement a year-round county recruitment and retention strategy to bring diverse youth from entry-point activities into long-term involvement in 4-H.
- Communicate effectively and build relationships with the County Extension Council, youth, families, volunteers, other extension staff and community partners.
- Represent Iowa State University, Iowa State University Extension and Outreach, and Iowa 4-H professionally and positively.
- Implement programs in accordance with state and federal guidelines and policies and share with volunteers and community partners.
- Administer evaluations and share impacts with County Extension Council and partners.
- Implement programming to attract new 4-H audiences to address local youth issues.
- Apply program quality methods and strategies to 4-H experiences and clubs.
- Communicate effectively with 4-H members, families, volunteers and other staff through newsletters, letters, and emails.
- Promote 4-H clubs, Clover Kids and regional and statewide 4-H events and activities; including, but not limited to, Iowa 4-H Youth Conference, Iowa State Fair, 4-H volunteer state meetings.
- Organize and deliver county and multi-county 4-H events and activities with volunteers; including, but not limited to: National 4-H Week, 4-H Awards Night, 4-H Family events, 4-H club officer training, livestock weigh-ins, 4-H Project Based workshops and the Montgomery County Fair events prior to and during the County Fair.
- Gather and prepare information to submit to media regarding youth events, activities, and 4-H members.
- Collaborate with other CYCs and 4-H program specialists to advance the 4-H program.
- Manage/oversee 4-H data including the 4-H Online Enrollment and Entry Database Program.
• Coordinate with Regional Program Specialist and County Extension Council to assure adequate financial resources are secured to carry out the county 4-H and youth program.
• Order necessary materials and supplies in a timely manner with approval of County Program Coordinator.
• Maintain a current inventory of 4-H materials and supplies.
• Coordinate other 4-H and youth activities and duties as assigned.
• Serve as staff liaison/coordinator for county 4-H and Youth Committee and County Youth Council.
• Support and teach as needed for short term groups (Clover Kids, babysitting class, etc.)
• Coordinate community youth outreach programs (summer day camps, babysitting class, family fun night, after school programs, in-school presentations, etc.)

Volunteer Engagement
• Develop and implement a year-round county recruitment and retention strategy for diverse community and corporate volunteers.
• Assure compliance with risk management policies, including required training and background checks of volunteers.
• Organize and maintain volunteer management system (ISOTURE).
• Recruit and screen volunteers for various roles and activities.
• Organize volunteer training and directly train on specific county organizational tasks.
• Recognize and evaluate the contributions of volunteers, County Council, 4-H and Youth Committee, and project committees.
• Delegate responsibility and authority according to volunteer strengths and interests.
• Work with Montgomery County 4-H Foundation to secure private support through fundraising and local grants.

Qualifications/Skills:
• Computer skills including Microsoft Outlook, Word, and Excel
• Working knowledge of downloading, installing programs, & transferring files
• Ability to work with people in a friendly, courteous, and tactful manner
• Ability to work in a team atmosphere
• Respectful to diversity of interests of clients, businesslike in appearance and attitude, keeps business confidential.
• Dependable, organized, & detail oriented
• Ability to work a flexible schedule and adapt to workload (including nights and weekends).
• Ability to travel and access to dependable transportation with proof of vehicle liability coverage
• Ability to lift 40 pounds
• Ability to demonstrate enthusiasm, leadership, creativity and marketing skills
• Must successfully complete background screening prior to official hire date
• Experience working with youth and volunteers

Attendance/Punctuality:
• Consistent attendance and punctuality a must