Extension and Outreach – Story County
JOB DESCRIPTION

Clover Kids Youth Coordinator

ISU Extension and Outreach-Story County will utilize the Clover Kids Youth Coordinator to provide clients with friendly, efficient service and ISU research-based information while assisting and in teamwork with Regional Director, County Staff and Youth Specialists in the operation of the Story County Extension office. Clover Kids is a 4-H program specifically designed for children in kindergarten through third grade. The overall purpose of the Iowa 4-H Clover Kids program is to foster the development of life skills that are essential for the cognitive, social, emotional, and physical maturation of kindergarten through third graders by providing a unique, age-appropriate educational opportunity.

Title: Clover Kids Youth Coordinator

General Position Description: This 20 hours per week position provides support in Story County for Iowa State University Extension & Outreach as the primary contact with the general public for the Clover Kid program. The Coordinator is under general supervision of the County Extension Council, direct supervision of the Story County Regional Director and program supervision of the Youth and Families Led Program Manager.

Primary Location Status: ISU Extension and Outreach, Story County office located in Ames, IA. Part Time (20 hours/week). Office hours 8 AM-4:30 PM Monday-Friday. Primarily daytime work, but regular night and occasional weekend work required.

Compensation & Benefits: Starting Wage $18HR. 100% of Employer Provided Health and Life Insurance, Dental insurance option. Paid time off and Holiday pay. IPERS retirement benefits. Employee Assistance Program.

Responsible to: Story County Regional Director

Skills & Qualifications

Skills:
- Effective and timely communication skills, ability to utilize a variety of communication styles and modalities (phone, email, social media)
- Understands developmental stages of youth
- Ability to proactively adapt to changing education programming demands
- Ability to work independently, and as a team with office staff and community partners (existing and new)
- Organizational and problem-solving skills
- Team player and people oriented
- Excellent customer service skills
- Problem solving skills and ability to work on separate tasks simultaneously
- Previous Extension experience, and/or experience as a user of youth focused programs
- Works with youth, parents, or volunteers

Required Qualifications:
- Minimum AA college education, with 2 years’ experience in one or more areas of position description
- Event coordination experience
- Demonstrated group facilitation and presentation skills with youth
- Proficient in Microsoft Office Suite or equivalent, Outlook, Excel and with social media platforms
- Ability to work flexible hours. The successful candidate will be expected to successfully manage their schedule including evening and weekend meetings

Preferred Qualifications:
- Bachelor’s degree in education, family and consumer science, agriculture, social work, or related field.
- 3 years’ work relevant experience
- Excellent people skills
- Grant writing experience
- Volunteer coordination/management

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.
• Demonstrated ability to establish partnerships and networks
• Zoom, and WebEx experience

**Job Responsibilities**

**Volunteer Management:**
• Recruit, screen, and identify individuals as required by local and state policies and guidelines
• Engage current volunteers for ongoing educational opportunities and to sufficiently operate all activities
• Demonstrated leadership and organizational skills, capable of delegating tasks and coordinate volunteer efforts

**Educational Programs:**
• Program Coordinator for Clover Kids Program (K through 3rd grade youth), recruiting volunteers, supporting clubs, providing county wide opportunities (Graduation, County Fair, Service Project)
• Direct and conduct research-based educational programming in the 4-H Clover Kids program area.
• Assist the County Youth Coordinator (CYC) and Educator with research-based educational programming to ensure positive youth development of youth program participants
• Works independently and with others to secure resources (volunteers, contracts, grants, and donations) to support identified needs at county level.
• Manages resources to ensure the effective delivery of education programs.
• Responds to client requests for technical assistance.
• Maintain a close working relationship with the County Staff, Regional Extension Education Director (REED) & Program Specialists (PS).
• Actively search out needs in the county, informing the Council, and REED of those opportunities, and then developing and carrying out appropriate responses to meet needs.
• Through public relations activities and networking, be locally recognized as an Extension professional.
• Inform Extension Council of activities, programming, and issues on a periodic basis.
• Report and evaluate the impact of programs.

**Team Member:**
• Work with ISU Extension and Outreach to deliver the Clover Kid program following program policies
• Responsible for cooperating with Youth Program Specialist within the region
• Inform Regional Director and Council of program impacts

**Communications and Other Responsibilities:**
• Encourage to write grants and obtain contracts to expand Clover Kid education offerings
• Distribute news releases about county Clover Kid programs
• Post Clover Kid programs in 4-H Online and report attendance
• Develop and coordinate public relations for the Clover Kid program
• Develop Clover Kid displays for the office and for external events
• Ensure that Story County Extension Clover Kid program materials are in accordance with the Iowa State University Extension and Outreach visual identity guide
• Perform other duties as assigned
• Provide personal vehicle and proof of insurance; must have responsible transportation
• May be required to transport activity items
• Mileage is reimbursed at the federal rate
• Must pass background screening

**To Apply**
To be considered for this position submit (pdf format):
1) Cover Letter
2) Resume
3) ISU Extension and Outreach Story County Employment Application

Send all documents via email to xstory@iastate.edu

*Story County Extension is an Equal Opportunity Employer (EOE/AA)*

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