

## County Youth and Outreach Coordinator (CYOC) ISU Extension Office in Union County—Creston, Iowa

*Supervised by Union County Extension Council and program supervision by Youth Program Specialist*

**Overview:** The CYOC's primary responsibility is the planning, management, implementation, and evaluation of all Union County 4-H youth activities. This includes the management and support for the adult and youth volunteers. Promoting the overall mission of the Iowa 4-H and youth program through practicing and promoting positive youth development, and maintaining growth of the youth program through effective recruitment and retention practices is essential.

In addition, this position is responsible for promoting ISU Extension and Outreach in Union County. This includes creating partnerships plus being the general representative ISU Extension and Outreach—Union County in the community. The coordinator works closely with the office staff, Union County Extension Council, Program Specialists, and the Regional Extension Education Director to promote the mission of ISU Extension and Outreach.

**Responsibilities** Major duties within each role:

### ***County Youth Coordinator***

#### Volunteer Engagement

- Organize and maintain volunteer management system (ISOTURE)
- Recruit and screen volunteers for various roles and activities
- Organize volunteer training and train on specific county organizational tasks
- Support volunteers, 4-H committees, and other committees in conducting assigned tasks and programs
- Recognize and evaluate the contributions of volunteers, youth committee, and project committees
- Delegate responsibility and authority according to volunteer strengths and interests

#### Program, Planning, Implementation, and Evaluation

- Lead, manage, and support 4-H youth program in the county
- Assist with and mobilize available resources to implement the county action plan
- Communicate effectively with members, families, volunteers, and other staff
- Recruitment and support of new and existing members and families
- Identify potential audiences and market 4-H opportunities
- Promote 4-H clubs, Clover Kids, and regional and statewide 4-H events and activities
- Organize and deliver county and multi-county 4-H events and activities with volunteers
- Secure public and private support through fundraising and local grants
- Ensure the 4-H program is kept in the public eye by actively publicizing 4-H's events, activities, and members
- Apply program quality methods and strategies to the 4-H experiences and clubs
- Implement all 4-H programs using statewide policies and assist with sharing with volunteers and community partners
- Build relationships and develop partnerships with relevant public and private organizations in joint program efforts that grow the county 4-H program
- Manage and utilize 4-H data, in part leading to plans to meet growth goals

### ***Outreach Coordinator***

#### Promotion & Needs Identification

- Responsible to engage with the community, listening for their current and emerging needs
- Inform and engage Program Specialists with those identified local needs
- Keep Union County Extension Council abreast of findings and programming planned to meet the needs
- Promote ISU Extension and Outreach products from campus and program specialists

- Work with community groups such as the Chamber of Commerce in activities congruent with the ISU Extension and Outreach mission
- As new contacts are made, ensure Office Assistant has that contact information
- Ensure Extension is positively kept in the public eye by all promotional sources available within budget
- After events and activities are held, ensure a report back of the results is given to the Extension Council and the media

#### Coordination

- Serve as local Master Gardener Coordinator, serving as the primary local Extension contact, nurturing the volunteers, and ensuring they report continuing education and volunteer hours
- Work closely with ISU Extension and Outreach Specialists in Agriculture & Natural Resources, Human Sciences, and Community and Economic Development to ensure their program are carried out in Union County
- Work closely with Union County office staff to carryout roles and tasks efficiently and effectively

#### Presentations/Teaching

- As trained by Program and/or Campus Specialists to deliver packaged presentation (i.e. Annie's project, Family Storyteller, etc.)

#### **Required Qualifications**

- Good written, verbal, and customer relations communication skills
- Develops and maintains a positive working relationship with Extension and Outreach staff working within the county, area, and state
- Demonstrates proficiency in basic computer and technology operation, including social media applications (examples: Facebook and Twitter)
- Ability to work flexible hours. The successful candidate will be expected to successfully manage their schedule, including some evening and weekend programming.
- College experience
- Excellent organizational skills
- Valid driver's license and reliable transportation
- Ability to pass the background screening to meet the Child Protection and Safety Policy

#### Preferred Qualifications:

- Bachelor's degree, preferably in at least one field aligning with Extension subjects: agriculture and natural resources, business and industry, communities and economic development, human sciences, or youth development
- College coursework in education with experience in formal and/or non-formal teaching
- Experience in delivering educational information through social media networks
- Knowledge and/or experience in marketing or advertising
- Ability to work with minimal supervision
- Evidence of volunteering
- Experience in training and supervising staff and/or volunteers

#### Compensation:

- This is a full-time, non-exempt position
- Hourly wage based on experience
- Employer's share of Social Security, IPERS, and Medicare
- In-service training related to job responsibilities
- Reimbursement for work-related travel expenses