

JOB TITLE: 4-H PROGRAM COORDINATOR
DEPARTMENT: Extension Office
SUPERVISOR: Extension Staff Chair
SUPERVISION EXERCISED: Supervision of volunteers will be performed
EXEMPT STATUS: Non-exempt
BOCC APPROVAL/LAST REVISION: 4/2/2021

Job Scope

Summary: This position is a 35 hour per week (including evenings and weekends), full-time position that works with volunteer leaders, youth members and Extension Office faculty and staff to implement and manage the Bonner County 4-H Youth Development Program. Manages 4-H volunteers, recruits members and volunteers, conducts 4-H training for volunteers and youth, works with the volunteer councils and committees, and coordinates and facilitates County and District events.

Other Information: Work involves frequent situations where practical judgment is required to apply standard practices and decision making within clearly defined parameters and while under limited supervision. Involves a moderate degree of complexity as the position has some distinct impact on the overall functions of the department. Communicates heavily with others inside the department, volunteers and users of the 4-H Extension program. Work is typically performed in an office environment with intermittent stress due to deadlines. Involves occasional travel outside the local area in the form of monthly travel to Coeur d'Alene and once or twice per year out of area. Work does involve limited time outdoors and/or with animals/livestock.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Provide leadership for the overall coordination and administrative oversight of the Bonner County 4-H program. Identify opportunities for expansion of the 4-H program into areas of interest to the community.
2. Coordinate the Bonner County 4-H program by providing leadership for recruiting, training and supervising volunteer leaders and 4-H members. Identify effective methods of reaching potential volunteers.
3. Collect and report 4-H participation numbers through 4-H Online; conduct an annual evaluation of the 4-H program to be reported to stakeholders. Report 4-H numbers as required by the State 4-H office.
4. Provides information to the public and the media regarding Bonner County 4-H program. Increase awareness of the 4-H program to the public.
5. Provide leadership in developing, planning and conducting programs that deliver youth and volunteer development educational experiences through both traditional 4-H clubs and non-traditional youth venues. Provides educational opportunities for volunteer leaders and members. May work as both facilitator and instructor.
6. Works with members of Bonner County 4-H volunteer leaders, councils and committees. Attends council and committee meetings, generates agenda for meetings, and distributes minutes to leaders following those meetings as needed. Facilitate activities of the 4-H Leaders Council, Horse Leaders Council, Market Animal Livestock Committee and other committees and groups as directed.
7. Implements new volunteer application procedures as directed by the State 4-H office.

8. Screens potential 4-H volunteers. Checks references and interviews new volunteer leaders. Conducts new leader training, and advanced training
9. Design, develop and maintain bi-monthly 4-H newsletters to be delivered electronically and through the mail to 4-H clientele. Assists with assembly, labeling, and preparation for mailing to clients without e mail access.
10. Develop and maintain the 4-H section of Bonner County's Extension website to include all forms, calendar items, events, success stories, volunteer recognition and any other pertinent information.
11. Assists volunteers with planning of 4-H club organizational and/or achievement programs. Works with County 4-H leaders to facilitate local, state and regional activities and events.
12. Works with Fair Manager to facilitate 4-H events at the Fair.
13. Coordinates participation for local 4-H camps and/or Idaho Teen Conference.
14. Maintains program records and prepares necessary reports for Northern District Director, University of Idaho Panhandle Area Faculty, and County Extension Office faculty regarding state, district and national activities including contests, scholarships, special awards, trips, etc.
15. Coordinates, supports and promotes all State and County 4-H youth teen programs. Works with Extension staff and volunteers to facilitate Teen Ambassadors.
16. Maintain good working relationships with community agencies.
17. Maintain a professional image for UI Extension. Make available student recruitment materials for 4-H members and their families.

Secondary Functions

1. Manage time wisely in accordance with county policies.
2. Performs all other duties as assigned, including occasionally answering phones and receiving walk-in traffic during busy periods.

Job Specifications

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Two years of post-high school education or training required.
2. Two years of experience working with volunteers and coordinating programs and activities required.
3. Prior experience as a 4-H leader and/or coordinator required.
4. Current driver's license valid in the state of Idaho preferred.
5. Must possess good organizational and communication skills.
6. Ability to multi-task and maintain composure with a number of projects and activities involving coordination of outside agencies, volunteers and 4-H members.
7. Competent general office and computer skills (e.g., typing, filing, Outlook, Word, Excel, Publisher, Access).
8. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence.

9. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, volunteers, and general public.
10. Ability to communicate effectively, both orally and in writing. Must be able to make effective presentations to members, leaders and stakeholders.
11. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization. Ability to work effectively with difficult clientele.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. May require occasional exposure to outdoor conditions involving inclement weather.

Requires regular lifting, pushing, pulling and carrying up to 25 pounds with occasional weights over 50 pounds. Requires good general vision. Will be required to work odd hours and be on call as needed during various periods of the year, especially during Fair Week.