**DEFINITION:**

Under general direction, to plan, develop, organize, coordinate, manage and direct the County’s 4-H program; provide direction to volunteers and staff, develop and maintain public support for the program; and perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This single position classification establishes and maintains the County’s 4-H Youth Development Program and provides classroom curriculum and support to the in-school 4-H projects. The incumbent is required to work at a high level of independence and exercise primary responsibility for program staffed by volunteers and other staff. The incumbent develops and implements a variety of educational and leadership opportunities for County youth. Programs are developed with affirmative action goals to encourage greater participation by minorities and under represented groups.

**REPORTS TO:**

County Director - Farm Advisor’s Office/University of California Cooperative Extension.

**CLASSIFICATIONS DIRECTLY SUPERVISED:**

General management and supervision of 4-H Community Club Volunteer Leaders and 4-H Project Volunteer Leaders. General oversight and management of 4-H Members and 4-H Group Enrollment Members.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Liaison between the University and volunteers for development, operation and evaluation of education programs, events and activity coordination, financial accounting and fund raising
- Interprets state/regional policy, develops county policy and enforces policy
- Write grants and manage grants received and evaluates suitability of fund raising activities
- Develops and implements auditing procedures and trains volunteers to financial accounting procedures and reporting
- Negotiates and administers Facility Use agreements and provides certificates of insurance
- Evaluates program effectiveness, identifies needs, establishes goals and objectives, program content and recognition programs for the 4-H Youth program working with the County Director and the 4-H Council
- Works closely with the 4-H Council in program planning, fund raising and event coordination
- Serves as the 4-H Council Advisor, attends and assists with meetings, provides them with relevant materials
- Maintains regular communications and assists in accounting and financial record keeping
- Develops and supervises educational programs, activities, clubs and projects to
meet need and interests of youth and program objectives and to reach new populations
- Coordinates programs services with other related community organizations and maintains contact with supporters, members and others
- Supervises club management, provides materials and support for club leaders
- Recruits, screens, certifies, trains, orients, supervises, evaluates and conducts background checks of adult volunteer club leaders and project leaders to lead and teach youth
- Trains club officers, Junior/Teen leaders, All Star Team, etc. in leadership, public speaking, citizenship and other areas as needed
- Develops content and coordinates publicity campaigns
- Prepares and arranges for distribution, publication or other media release of marketing and promotional materials, news articles, press releases, newsletters and related items
- Give presentations to explain the program and recruit support, members and volunteers
- Prepares reports, evaluations, correspondence, memos and related written communications
- Records data, maintains records, prepares statistical summaries and prepares required data reports: maintains current knowledge of the field through reading, contact with other programs and State offices and attendance at meetings and conferences as necessary
- Orders supplies, stocks items and maintains inventory for the county program
- Operates a variety of office and presentation equipment including computers, typewriters, photocopiers, slide projector and related video systems and audio/public address systems.

DESIRABLE QUALIFICATIONS:

Knowledge of:
- Principles of management and supervision
- Principles of group interaction and communication, public relations and program planning and evaluation.
- Appropriate curriculum and teaching methods for youth of different ages and abilities.
- 4-H Program goals, policies and database program.
- General office methods including the operation of computers and other office machinery.
- Methods for delegating authority and responsibility to others.
- Development and conducting of recreational activities.
- Leadership development and principles of leadership training.

Ability to:
- Organize and coordinate the work of a large and diverse volunteer organization.
- Plan, organize and execute large scale public events using volunteers.
- Recruit, train, orient, direct and evaluate adult volunteer staff who may have limited
skills or education.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Teach, motivate and recognize performance of adults and youth.
- Analyze and interpret large quantities of complex information.
- Learn the regulations governing the 4-H Program and the specifics of program content.
- Develop and maintain project schedules under pressure of meeting deadline and multiple priorities.
- Use a personal computer and appropriate software for program record keeping and administrative functions.
- Serve as arbitrator and mediate disputes.
- Develop, prepare and maintain program records and reports.

**TYPICAL PHYSICAL REQUIREMENTS:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio visual equipment; use of office equipment including computers, telephones, calculators, copiers, typewriters and FAX.

**TYPICAL WORKING CONDITIONS:**

Work is performed in office, classrooms and other indoor environments; works outside at workshops, meetings and events; some exposure to pesticides, solvents and chemicals: continuous contact with staff, volunteers, members and the public.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to a Bachelor’s degree in education or related field;

Three years experience working with youth and adults in an educational environment:

One year of experience in coordinating the work of volunteers;

Additional qualifying experience may be substituted for the desired education, or education for experience, on a year-for-year basis.

**SPECIAL REQUIREMENTS:**

Willingness to work nights and weekends as dictated by the requirements of a youth activity program. Willingness to commute to a variety of locations where events and meetings are held. Willingness to attend University of California sponsored training programs for introduction of new 4-H Youth Programs in the County.

Possession of an appropriate California Driver’s License issued by the California Department of Motor Vehicles.
Possess appropriate vehicle insurance as designated by the County.