CLASSIFICATION: EXTENSION 4-H PROGRAM COORDINATOR
Non Union
FLSA: Exempt

BASIC FUNCTION/RESPONSIBILITY
As part of the MSU Extension Children & Youth Institute, with direction and guidance from the Supervising Educator or Institute Director, provides leadership for and oversight of local 4-H programs, volunteers and youth participants; recruits, selects and trains 4-H program volunteers; oversees program/project promotion, expansion and evaluation activities; coordinates and assists with data gathering for impact evaluation efforts; and works in conjunction with supervisor, program participants and community partners to attain both short-term and long-term goals and objectives. Works in concert with the appropriate MSUE Institute and/or work teams to ensure alignment of programs with overall goals of work team, Institute and organization.

CHARACTERISTIC DUTIES/RESPONSIBILITIES
- Promote and strengthen 4-H Youth programs through 4-H clubs, after school programs, short term/special interest programs, planned youth mentoring, and/or school enrichment efforts.
- Identify, recruit, select, train and assist volunteers to teach and advise youth in these programs and activities.
- Ensures that MSU Extension Volunteer Selection Process procedures are followed prior to engaging volunteers in program activities.
- Help local 4-H volunteers reach and involve the youth and families with non-formal “learning by doing” experiences, including youth and adults from diverse backgrounds.
- Plan, organize, implement and evaluate youth development programs that are relevant to the needs of county residents. Utilize program development committees and advisory committees to identify needs and opportunities and carry out programming.
- Operates somewhat independently, with minimal supervision, ensuring that program delivery follows established guidelines and meets the goals set for the program statewide and locally.
- Attend and act in an advisory capacity at 4-H Leaders’ Council and other program committee meetings, supporting volunteers and members, assisting in coordination of county-wide projects and insuring that all MSUE and 4-H policies are followed.
- Represent MSU Extension in activities, meetings, etc. in a manner that reflects collegial connection with the community, the research and knowledge of the University, and the goodwill of MSU Extension.
- Assist and advise local 4-H groups in securing and managing funds to support 4-H youth work. Provide training about appropriate financial management to councils, committees, clubs, etc.
- Provide information and opportunities for learning through the use of technology, mass media, group meetings, workshops and individual contacts.
- Provide local leadership in strengthening public understanding that 4-H is for all youth.
- Reach a diverse audience through traditional and newly developed programs.
- Inform supervisor of all proposed, newly implemented and existing 4-H programs and activities as to progress, objectives, target dates, problems encountered, etc.
- Prepare county 4-H youth program development plan, annual report (ES-237) and other necessary reports in cooperation with the supervisor and, as appropriate, with other professional and support staff, respecting format and due date procedures.
- Actively participate in a variety of professional development opportunities to attain and retain program knowledge and delivery skills.
- Report any concerns or matters regarding inappropriate youth-adult interaction to the supervisor and/or Institute Director immediately upon learning of the matter.
- Oversee and manage financial resources related to this program.
- Has an understanding and commitment to equal access and opportunity and to diversity and inclusivity.
- Understands and implements Civil Rights policies and compliance regarding the availability of 4-H Youth programs and activities.
• Initiate efforts to expand Extension programs to the unreached, including limited resource families, youth, minorities and the disabled.

SUPERVISION RECEIVED FROM:
Supervising Extension Educator

RESPONSIBILITY FOR THE WORK OF OTHERS
Responsible for ensuring that volunteers carrying out the duties/functions in concert with any 4-H program are following all Extension and state and national 4-H procedures, record-keeping and expected behaviors. May have responsibility for the direction of support staff assigned to the 4-H program in the County.

WORK ENVIRONMENT
This position requires driving as a regular part of the position; carrying educational materials, equipment, etc. up to 25 lbs.

QUALIFICATIONS
Bachelor’s degree; two years of experience in both program management in 4-H or other youth development program; proficient computer operation skills (e.g. Microsoft Word, Excel, PowerPoint, etc.) and effective oral and written communication skills. Combination of education and specific, relevant experience may be considered in lieu of degree.

DESIRED
Experience in supervising volunteers is preferred.

Additional Requirements
Valid vehicle operator's license to perform duties of the position and other skills and/or physical abilities required to perform duties of the position.

FAIR LABOR STANDARDS ACT DESIGNATION
This is position is exempt as defined under the FLSA.

Date 6/1/2013

*MSU is an affirmative-action, equal-opportunity employer.*