

Position Title: 4-H Program Coordinator – Garfield County

Reports to: The WSU Garfield County Extension Director.

Also expected to work closely with Regional 4-H Faculty and 4-H Coordinators in the Blue Mountain Region (Asotin, Garfield, Columbia, Walla Walla and Whitman Counties) to deliver 4-H programming to Garfield County Youth.

Primary Role: The 4-H Program Coordinator's primary role is to provide support to Garfield County 4-H clubs and volunteers. The 4-H Program Coordinator will work closely with the County Director and office staff in determining county needs, program delivery and management, and evaluation.

Duties and Responsibilities:

Provides Overall Management and Oversight of the WSU Garfield County 4-H Program, including:

- Oversight and management of 4-H activities at the Garfield County Fair, Bi-County 4-H camp (member of the Bi County 4-H Camp Board), Demonstration Day, Achievement Night, and any other activities identified by the County Director, while maintaining Washington State 4-H Policy and Procedures.
- Participate in local, regional, and state 4-H youth development program training and professional development to remain current in 4-H programming, risk management, delivery methods and program policies.

Volunteer Management 30% (Essential):

- 1) Recruit, screen, enroll and orient new and current 4-H volunteers.
- 2) Provide all 4-H volunteers with educational training, skill development and on-going support to ensure their success in delivering 4-H to target audiences.
- 3) Effectively manage conflict between volunteers, families, youth, and others involved in 4-H.

Programming 30% (Essential):

- 1) Originate and develop educational activities, programs, displays, newsletters, presentations, etc. for the 4-H Program in Garfield County.
- 2) Manage/oversee materials related to conducting 4-H programming in Garfield County including curriculum and essential resources following prescribed WSU 4-H Policies and Procedures.
- 3) Communicate verbally and in writing with volunteers and 4-H leaders to ensure 4-H programming is conducted effectively and available to all youth.

Communications 20% (Essential):

- 1) Establish, maintain, and enhance a positive working relationship with the Garfield County 4-H Leaders Council, fair board, partners, volunteers, participants, Garfield County Commissioners and WSU.
- 2) Work directly with the WSU Garfield County Extension Office Manager to create, update and maintain 4-H materials on the office website, as well as utilizing various forms of social media to promote the 4-H Youth Development Program.

Record Keeping 10% (Essential):

- 1) Submit all reports, evaluations, training and other required paperwork and materials in a timely manner in compliance with University and State/Federal requirements.
- 2) Assist volunteers in completing financial and volunteer hour reports in a timely manner.
- 3) Process and manage 4-H enrollment of youth and volunteers, including screening of volunteers

Resource Development 5%:

- 1) Acquire resources as appropriate to enhance youth develop efforts in Garfield County.

Complete other duties as assigned to support WSU Garfield County Extension 5%**Essential Work Competencies****Knowledge, Skills, and Abilities:**

- 1) Demonstrated ability to perform the essential functions of the position, with or without accommodation.
- 2) Knowledge of and/or experience with the 4-H Program with particular emphasis on the club-based program and the policies that cover its implementation and evaluation.
- 3) Ability to plan, develop and teach 4-H trainings to youth and adults.
- 4) Skill in planning and developing multiple job tasks.
- 5) Ability to demonstrate sufficient reading, writing skills and retention of policies/procedures to carry out effective 4-H programs.
- 6) Ability to prioritize and arrange job assignments. Ability to work independently, as well as a member of a team.
- 7) Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.
- 8) Ability to establish and maintain effective and cooperative working relationships within the department, the university, outside agencies, and other organizations.
- 9) Commitment to Diversity - an appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU and the Garfield County 4-H Program.

Mental Requirements:

- 1) Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances
- 2) Ability to complete assigned tasks with limited supervision.
- 3) Ability to exercise independent judgment and make decisions.
- 4) Ability to communicate effectively both orally and in writing.
- 5) Ability to apply technical knowledge.
- 6) Ability to use mental skills to recall, analyze and organize information to make decisions.

Work Conditions:

- 1) An understanding for and appreciation of the benefits of a diverse workplace and the knowledge of how to shape programs, processes and procedures that reflect and enhance program diversity.
- 2) This position requires working a flexible schedule during the week including nights and weekends occasionally requiring overnight (multiple night) travel.

Physical Requirements:

- 1) Must be able to walk, sit or stoop for extended periods of time.
- 2) Must be able to operate computer equipment.
- 3) Must be able to drive or be driven extended distances.
- 4) Must have a valid driver's license and a reliable vehicle.

Minimum Qualifications:

- 1) A Bachelor's degree in a discipline relevant to positive youth development with two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.
- 2) Demonstrated ability to work independently as well as a member of a team.
- 3) Demonstrated ability to use a computer and word processing, spreadsheet and database software programs.
- 4) Must successfully pass the WSU 4-H Youth Development/Child Protection Screening Process.
- 5) Ability to have or obtain at the time of hire, a valid unrestricted driver's license.
- 6) Ability to work a flexible schedule.

Signature Block

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Date

Employee

Date

Supervisor- WSU Garfield County Extension Director