

## **County or Multi-county 4-H Youth Development Program Specialist**

(ISU employee or County employee with County Extension Council (s) funding)

### **Description**

Iowa 4-H will focus on positive youth development. Staff will work with youth, volunteers, and professionals to plan, implement, and evaluate a progressive series of educational programs and experiences that work toward multiple life skill outcomes (leadership, citizenship, communications, personal life management and knowledge). Positive youth development programs focus on connecting young people with caring adults and involving them over an extended period of time. Our priorities include: extraordinary learning experiences and capacity building for positive youth development.

A Memorandum of Understanding will be developed between the State 4-H Program Director and the county or multi-county Extension Council (s).

### **Recommendations**

If hiring a half-time position Management of Volunteers and Staff will be delivered.

If hiring a full-time position Management of Volunteers and Staff and Program Development will be delivered.

### **Responsibilities**

#### **Management of Volunteers and Staff (50%)**

- Provide administrative management to the full range of 4-H programs in the county. Review and use community needs data, past program evaluations and other resources.
- Assist in the supervision and support of county paid staff doing 4-H youth development work in concert with the local Extension Council as determined by Memorandum of Understanding.
- Facilitate and guide the county action plan with county committees and stakeholders.
- Coordinate with Regional Specialist and County Extension Council to assure adequate financial resources are secured to carry out the county 4-H program.
- Enhance available resources to implement county action plan.
- Use the volunteer management system (ISOTURE model) to recruit, screen, orient, train, and evaluate volunteers to expand the county's capacity to deliver 4-H programs.
- Delegate responsibility and authority according to volunteers' strengths and interests.
- Day to day management of the development, carryout and evaluation of local 4-H activities and events.
- Direct delivery of local and statewide volunteer training including project training, fair judges training, other training.
- Assess and monitor program quality of county 4-H programming.
- Represent the county 4-H program on local boards and committees supporting 4-H development opportunities. Example: county fair board, youth committee, joint extension-agency committee.
- Local oversight for county, state and national 4-H policies and procedures.
- Trains volunteers (club, boards, etc.) on state and county policies.
- Collaborate with other county, regional, and campus specialists to advance the 4-H youth development program.

- Facilitate communication with county stakeholders and volunteers.

### **Program Development (50%)**

- Implementation of critical issues and new innovative programs as identified by county needs (ESET, School enrichment, camping, afterschool, conservation, youth obesity, youth money management, teen pregnancy, healthy lifestyles, citizenship, etc.).
- Develop effective partnerships with community entities.
- Provide direct training programs to community based youth development professionals.
- Identify individuals and groups whose support is important to the future of the county youth program.
- Implement research based educational methods, strategies and approaches to facilitate learning.
- Develop county 4-H programming with community partners to reach new and underserved audiences and local youth issues.
- Facilitation of the start-up and continued development of multiple types of 4-H clubs and experiences.
- Market 4-H to local community and potential stakeholders.
- Support county efforts in the recruitment and retention of new and existing members, families and volunteers.
- Design for local use evaluations, reports impact and administers statewide or regional evaluations and promotes results.
- Develop grants and contracts for local programming with community partners.
- Partner with relevant public and private organizations in joint program efforts that grow the county 4-H program.

### **Recommended Educational Preparation**

B.S. degree M.S. degree preferred in a discipline or program relevant to working with adults and systems that work with youth. Examples include: Youth Development, Education, Psychology, Sociology, Family consumer sciences.

Mileage and professional development paid by county Extension Council (s).