

## County Youth Coordinator

### 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.

### Responsibilities

#### *Program Planning and Implementation*

- Manage and support 4-H Youth Development program in county.
- Assist with implementing 4-H action plan items.
- Mobilize available resources to implement the county action plan.
- Implement programming to attract new 4-H audiences to address local youth issues.
- Apply program quality methods and strategies to 4-H experiences and clubs.
- Communicate effectively with members, families, volunteers and other staff.
- Promote 4-H club, Clover Kids and regional and statewide 4-H events and activities.
- Recruitment and support of new and existing members and families.
- Identify potential audiences and market 4-H opportunities.
- Organize and deliver county and multi-county 4-H events and activities with volunteers.
- Build relationships with program partners, stakeholders and clients to build the program.
- Secure public and private support through fundraising and local grants.
- Administer evaluations and share impact reports with clients.
- Gather and prepare information to submit to media regarding events, activities, and members.
- Implement all 4-H programs using statewide policies and assist with sharing with volunteers and community partners.
- Coordinate with County 4-H Program Specialist (if applicable), Regional Specialist and County Extension Council to assure adequate financial resources are secured to carry out the county 4-H program.
- Collaborate with other CYCs and 4-H program specialists to advance the 4-H program.
- Manage/oversee 4-H data.
- Develop partnerships with relevant public and private organizations in joint program efforts that grow the county 4-H program.

#### *Volunteer Engagement*

- Organize and maintain volunteer management system (ISOTURE).
- Recruit and screen volunteers for various roles and activities.
- Organize volunteer training and directly train on specific county organizational tasks.
- Support volunteers, youth committee, and project committees in conducting assigned tasks and programs.
- Recognize and evaluate the contributions of volunteers, youth committee, and project committees.
- Delegate responsibility and authority according to volunteer strengths and interests.