

Iowa 4-H Youth Development Staffing Matrix

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 the mover an extended periods of time. Our priorities include: extraordinary learning experiences and capacity building/volunteer systems for positive youth development.

	Regional (100%) -ISU employee with state funding	Urban (100%) -ISU employee with state funding	County or Multi-county -ISU or County employee with Extension Council Funding (50% or 100%)	County Youth Coordinator for the 4-H Club program (Full-time Highly recommended for every county)
Position/Funding/Location	Regional 4-H Youth Development Program Specialist Hired as an ISU employee with State & Federal funding located in County Extension office within region.	Urban 4-H Youth Development Program Specialist hired as State/Federal employee with ISU funding located in designated County Extension office.	County Youth Program Specialist hired as ISU employee or County Employee with County Extension Council/s funding. Located in County Extension office/s.	4-H Program Coordinator hired as county employee with county extension council/s funding located in County Extension office.
Scope	Serves three to six counties	Serves one designated county	Serves the county (s) funding position	Serves the county (s) funding position
Responsibilities	Leadership to 4-H Youth Development regional program emphasis on club.	Leadership to Urban 4-H Youth Development program	Leadership & Management of County/s 4-H Youth Development program	Manage & support 4-H Youth development program in county
Planning	Guide the needs assessments, facilitation of & use of audience data in the development of county action plans.	Provide needs assessment & identification of urban youth issues/programming. Enhance available resources to implement county action plan.	Facilitate & guide the county action plan with county committees & stakeholders. Enhance available resources to implement county action plan.	Assist with implementing 4-H action plan items. Mobilize available resources to implement the county action plan.

	Regional (100%)	Urban (100%)	County or Multi-county	CYC for the 4-H Club program
Program Development & Implementation	<p>Facilitate the development for 4-H issues county programming & align with national, state & regional programming.</p> <p>Design systems to provide regional, multi-regional & statewide 4-H opportunities. (Curriculum systems & issues programming as assigned).</p> <p>Assure the planning, development & implementation of quality 4-H clubs & events.</p>	<p>Develop urban 4-H programming with state & local partners to reach new & underserved audiences to address issues.</p> <p>Provide direct training programs to community based youth development professionals.</p> <p>Assess & monitors program quality of urban 4-H programming.</p>	<p>Develop county 4-H programming with community partners to reach new & underserved audiences to address issues.</p> <p>Provide direct training programs to community based youth development professionals.</p> <p>Assess & monitors program quality of county 4-H programming.</p>	<p>Implement programming to attract new 4-H audiences to address local youth issues.</p> <p>Manage and support 4-H program in county (Club, Clover Kids, statewide and regional events and opportunities).</p> <p>Apply program quality methods & strategies to 4-H experiences & clubs.</p>
Volunteer Engagement	<p>Develop & assist counties with volunteer engagement systems (ISOTURE).</p> <p>Provide guidance & coaching on volunteer committee development.</p> <p>Delegate responsibility & authority according to volunteer's strengths & interests.</p>	<p>Use the volunteer mgmt system (ISOTURE model) to recruit, screen, orient, train & evaluate volunteers to exp& the urban 4-H capacity to deliver 4-H programs.</p> <p>Delegate responsibility & authority according to volunteer's strengths & interests.</p>	<p>Use the volunteer mgmt system (ISOTURE model) to recruit, screen, orient, train & evaluate volunteers to expand the county's capacity to deliver 4-H programs.</p> <p>Delegate responsibility & authority according to volunteer's strengths & interests.</p>	<p>Organize & maintain volunteer mgmt system (identify, recruit, screen, orient, train, recognize, & evaluate).</p> <p>Organize volunteer training & directly train on specific county organizational tasks.</p> <p>Support volunteers & committees in conducting assigned tasks & programs.</p> <p>Delegate responsibility & authority according to volunteers.</p>

	Regional (100%)	Urban (100%)	County or Multi-county	CYC for the 4-H Club program
Organizational Support	Leadership to 4-H organizational support- includes development of systems, training, & ongoing process improvement.	<p>Foster communication with county stakeholders & volunteers.</p> <p>Monitor day to day operations of local 4-H programs (activities & events).</p> <p>Facilitation of the start-up & continued development of multiple types of 4-H clubs & experiences.</p> <p>Leadership to the recruitment & retention of new and existing members & families.</p> <p>Market 4-H to local potential stakeholders.</p>	<p>Facilitate communication with county stakeholders & volunteers.</p> <p>Monitor day to day operations of local 4-H activities & events.</p> <p>Facilitation of the start-up & continued development of multiple types of 4-H clubs & experiences.</p> <p>Support county efforts in the recruitment & retention of new and existing members and families.</p> <p>Market 4-H to local community and potential stakeholders.</p>	<p>Communicate effectively with members, families, volunteers & other staff.</p> <p>Organize & deliver county & multi-county 4-H events & activities with volunteers.</p> <p>Recruitment & support of new and existing members & families.</p> <p>Promote 4-H club, Clover Kids & regional & statewide 4-H events & activities.</p> <p>Manage/oversee 4-H data.</p> <p>Identify potential audiences & market 4-H opportunities.</p>
Partnerships	<p>Provide expertise & assistance to counties in developing or strengthening partnerships to grow the 4-H program.</p> <p>Collaborate with other Extension program areas to address multidisciplinary issues & national 4-H mission mandates.</p> <p>Develop partners to support statewide 4-H issues & curriculum programming.</p>	<p>Develop partnerships with relevant public & private organizations in joint program efforts that grow the county 4-H program.</p> <p>Represent county 4-H on community boards & committees supporting 4-H opportunities. Identify individuals & groups whose support is important to the future of the county youth program.</p>	<p>Develop partnerships with relevant public & private organizations in joint program efforts that grow the county 4-H program.</p> <p>Represent the county 4-H on local boards & committees supporting 4-H opportunities.</p> <p>Identify individuals & groups whose support is important to the future of the county youth program.</p>	<p>Build positive relationships with program partners, stakeholders & clients to build the program.</p> <p>Develop partnerships with relevant public & private organizations in joint program efforts that grow the county 4-H program.</p>

	Regional (100%)	Urban (100%)	County or Multi-county	CYC for the 4-H Club program
Grants, Contracts & Fundraising	Develop grants & contracts for statewide issues/curriculum	Develop grants & contracts for local programming with community partners.	Develop grants & contracts for local programming with community partners.	Secure public & private support through fundraising & local grants.
Evaluation & Reporting	Design evaluations & reports impact	Designs program evaluations & reports impact	Design local use evaluations, reports impact & administer statewide or regional evaluations & promotes results.	Administers evaluations & shares impact reports with clients. Gather & prepare information to submit to media regarding events, activities & members.
Authorizing Agent	Serve as the authorizing agent for the use of the 4-H name & emblem as designated by the State 4-H Program Director			
Policies	Train county staff & monitor statewide 4-H policies.	Adhere to statewide policies & trains/monitors urban 4-H program staff & partners.	Local oversight for county, state & national 4-H policies & procedures. Trains volunteers (club, boards, etc.) on state & county policies.	Implement all 4-H programs using statewide policies & assists with sharing with volunteers & community partners.
Resource Assurance	Coordinates with REED to assure adequate financial & staffing resources are secured for a strong county 4-H program.	Coordinate with REED to assure adequate financial & staffing resources are secured for a strong urban 4-H program.	Coordinate with Regional Specialist & County Extension Council to assure adequate financial resource are secured to carry out the county 4-H program.	Coordinate with County 4-H Program Specialist or Regional Specialist & County Extension Council to assure adequate financial resource are secured to carry out the county 4-H program.
Alignment	Promote alignment of 4-H programs across county & regional boundaries. Quality Assurance	Collaborate with other urban, regional & campus specialists to advance 4-H program.	Collaborate with other county, regional & campus specialists to advance 4-H program.	Collaborate with other CYCs, & 4-H program specialists to advance the 4-H program.
Memorandum of Understanding items needed between County Extension Council & State 4-H Program Director/ISU Extension	MOU for Office Space/ Secretarial support	MOU for Office Space/ Secretarial support/supervision/	MOU for Program alignment/supervision/professional development	MOU for program alignment/supervision

