EMPLOYER AND SUPERVISOR
K-State Research and Extension Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The Post Rock District – Mankato Office will be the 4-H Program Coordinator’s primary office. The extension unit has additional offices in Beloit, Lincoln, Osborne and Smith Center, KS. The Post Rock District Extension Board provides the salary and benefits for this position. The 4-H Program Coordinator reports to the District Director and other Extension Agents.

DESCRIPTION
The 4-H Program Coordinator is a part-time position, less than 999 hours per year. The professional is responsible for coordinating and managing the comprehensive 4-H Youth Development program in the Post Rock District. While a primary focus of this position is to coordinate and manage the Jewell County 4-H Program, the professional is expected to support and enhance the Post Rock District’s comprehensive 4-H Youth Development Program.

RESPONSIBILITIES
In consultation with the appointed supervisor:

1. Assist the Post Rock District to enhance the 4-H program through multiple delivery methods and audiences.
   - Implement policies according to the Kansas Youth Development Policies, Best Management Practices and Information.
   - Involve the 4-H Youth Development Program Development Committee (PDC) to plan and evaluate programs.
   - Utilize volunteers to initiate and plan youth leadership opportunities such as ambassador programs and junior leader clubs.

2. Coordinate and manage the assigned 4-H club programs.
   - Manage the training of adult and youth club leaders.
   - Serve as the primary contact for the club program.
   - Assist the District Extension Agent with growing the 4-H program through multiple delivery methods and audiences.
   - Recruit and promote 4-H club membership and participation.
   - Assist in the management of financial and in-kind resources including collecting and recording fees, keeping financial records and preparing reports as directed by supervisor.
   - Manage the financial accountability of local 4-H organizations and clubs.
   - Manage and ensure availability of 4-H enrollment systems and databases.
   - Assist with Club Leader recruitment.
   - Write, edit and solicit materials for newsletters, mailings and electronic media.

3. Coordinate and manage the Post Rock District’s 4-H events and activities.
   - Utilize the local 4-H Council and 4-H volunteers to design, develop, coordinate and evaluate 4-H events and activities to meet local needs.
   - Ensure accuracy and use of the local 4-H data and evaluation systems.
   - Promote and market 4-H youth development activities.

4. Manage volunteers and their contributions.
   - Recruit, enroll, screen, orient, register, support and train local volunteers.
   - Steward the local Volunteer Management Process.
   - Act as the primary contact for volunteers regarding training, teaching and volunteer roles.
• Plan, implement, teach and evaluate volunteer training.
• Promote, coordinate and encourage youth and adult participation in volunteer orientation and training.

5. Communicate the value of the Kansas 4-H program.
• Provide program information to media, partners and stakeholders.

6. Coordinate the Post Rock District’s youth participation in area, state, national and international opportunities.
• Market opportunities and encourage youth participation.
• Secure, orient and train registered volunteers to serve as chaperones, leaders and teachers.

7. Participate in Area and State 4-H youth development program training sessions and updates to remain current in youth development research, 4-H programming, risk management, delivery methods, and program policies.

**BENEFITS**
The 4-H Program Coordinator is a part-time position, less than 999 hours per year. Employee benefits for this position will include Social Security with the employer contributing the employer’s share of the hourly wage each month to the Social Security Administration. This is a non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act. Compensation will be paid per hour of work, and pay periods will be monthly. Reimbursement for authorized travel expenses will be made by the Post Rock District. The reimbursement will be made at the official State of Kansas travel rates. Additional questions about benefits for this position can be directed to Nora Rhoades, District Director.

**QUALIFICATIONS**
Associates or Bachelor’s degree in education, youth development, sociology or related field is preferred. Relevant experience in a youth development organization or related field (as a member, volunteer, leader, paid staff member or some combination) is preferred. Ability to represent the local K-State Research and Extension unit in a professional manner is required. Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver’s License is required. A criminal background check is required.

The ideal candidate will have:
• Ability to communicate effectively, both orally and in writing, with individuals and groups through in-person, print, and digital media delivery platforms.
• Ability to utilize electronic communication and computer applications to fulfill responsibilities.
• Experience working alone and collaboratively with individuals, groups and co-workers to accomplish goals.
• Experience working with volunteers.
• Experience coordinating events and educational activities.
• Experience and skills in program development, teaching and evaluation.

**EQUAL EMPLOYMENT OPPORTUNITY**
K-State Research and Extension Post Rock District is an equal opportunity provider and employer.

**APPLICATION PROCEDURE AND**
Applications can be accessed at [www.postrock.ksu.edu](http://www.postrock.ksu.edu). Position is open until filled. Application review will begin August 28, 2020. Applications must be submitted to a Post Rock District Office or by email to Nora Rhoades, District Director, at nrhoades@ksu.edu. Email subject: “4-H Program Coordinator Application”.

For more information, contact Nora Rhoades, District Director, 785-378-3174, or nrhoades@ksu.edu.
For more information about the Post Rock District, visit: [www.postrock.ksu.edu](http://www.postrock.ksu.edu).