

DESCRIPTION

The 4-H Program Coordinator 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 assigned county's 4-H Program, the professional is expected to support and enhance the Post Rock District's comprehensive 4-H Youth Development Program.

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 – Lincoln Office will be the 4-H Program Coordinator's primary office. The extension unit has additional offices in Beloit, Osborne, Mankato, 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.

RESPONSIBILITIES

- Present a positive, professional and inviting impression of the Post Rock District extension unit, K-State Research and Extension (KSRE), and Kansas 4-H while interacting with the public and performing responsibilities.
- Self-starter who is excited about positive youth development and has a desire to extend the KSRE mission.
- Establish and maintain effective working relationships with co-workers, program participants and appropriate community partners. Comfortable working individually and with in-person and distance-connected groups to accomplish goals.
- Organize and manage resources, tasks and team members to vision, plan and produce high-quality projects in a fast-paced environment. Flexible and able to work cooperatively under pressure.
- Through multiple delivery methods and audiences, extend positive youth development outreach driven by research, best practices, analysis, community needs, and extension initiatives.
- Lead program development in alignment with KSRE, Kansas 4-H and Post Rock District policies, best practices and information.
- Work with the District 4-H Youth Development Agent to support and enhance the district-wide 4-H Youth Development Program. Involve the 4-H Youth Development Program Development Committee to plan and evaluate programs.
- Convey the value of the 4-H Youth Development Program with an interest in reaching new and underserved audiences.
- Utilize volunteers to initiate and plan youth leadership, citizenship and educational opportunities.
- Advise and facilitate the overall functioning of the local 4-H Council. Utilize the 4-H Council and 4-H volunteers to design, develop, implement, and evaluate 4-H events and activities to meet local needs.
- Oversee the local 4-H community and project club program. Serve as the primary contact for the local 4-H community and project clubs. Manage the recruitment and training of adult club leaders.
- Serve as the liaison between the Post Rock District and the county fair board to collaboratively implement 4-H events and activities in alignment with the local county fair.
- Recruit and promote 4-H membership and participation. Manage and ensure availability of 4-H enrollment systems and databases. Ensure accuracy and use of the local 4-H data and evaluation systems.
- Assist in the management of financial and in-kind resources including collecting and recording fees, keeping financial records and preparing reports as directed. Manage the financial accountability of local 4-H organizations and clubs.

- Steward the local volunteer registration process. Recruit, enroll, screen, orient, register, support, and train local volunteers to serve as chaperones, leaders, teachers, and event managers. Act as the primary contact for local program volunteers.
- Communicate the value of the Kansas 4-H program effectively, orally and in writing, through diverse digital, print and face-to-face platforms. Effectively utilize electronic communication and computer applications to fulfill responsibilities.
- Coordinate the planning and facilitation of events and educational activities with consideration for equal and accessible opportunity commitments as well as risk management.
- Encourage and support youth participation in local, county, district, regional, state, national, and international opportunities. Represent the Post Rock District as an event chaperone as assigned.
- Keep sensitive information in a confidential manner. Process and distribute sensitive and public information with respect to KSRE workplace ethical considerations and in a professional manner.
- Commitment to excellence. Eager to constantly learn and grow through relevant professional development and organizational updates.

QUALIFICATIONS

Degree or certificate 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 and confidence to communicate effectively, both orally and in writing, with individuals and groups through in-person, print, and digital media delivery platforms.
- Ability to work independently and collaboratively with individuals, groups and co-workers to accomplish goals. Comfortable working with volunteers and public partners.
- Ability to coordinate events and educational activities. Experience related to program development, teaching, and event planning.

BENEFITS

The 4-H Program Coordinator is a part-time position, less than 999 hours per year. Hours of work will vary based on seasonal responsibilities, offering flexibility to the employee. Some evening and weekend working hours will be expected. 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 the Post Rock District Director.

EQUAL EMPLOYMENT OPPORTUNITY

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

APPLICATION PROCEDURE

Applications can be accessed at www.postrock.ksu.edu. Position is open until filled. 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, at 785-378-3174 or nrhoades@ksu.edu.