4-H PROGRAM COORDINATOR

Full-time Position Description

EMPLOYER
K-State Research and Extension’s Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The extension unit has offices in Beloit, Lincoln, Mankato, Osborne, and Smith Center, KS. The Post Rock District Extension Board provides the salary and benefits for the 4-H Program Coordinator position. For more information about the Post Rock District visit: www.postrock.ksu.edu.

DESCRIPTION
The 4-H Program Coordinator is expected to support and enhance the Post Rock District’s comprehensive 4-H Youth Development Program with the 4-H Youth Development Extension Agent and other team members. A focus of this position is to coordinate and manage the assigned county(s) 4-H Program in addition to other youth development responsibilities.

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.
• Work with the District 4-H Youth Development Extension Agent and other team members to support and enhance the district-wide 4-H Youth Development Program.
• Lead program development in alignment with KSRE, Kansas 4-H and Post Rock District policies, best practices and information. Involve the 4-H Youth Development Program Development Committee to plan and evaluate programs.
• 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.
• Through multiple delivery methods and audiences, extend positive youth development outreach driven by research, best practices, analysis, community needs, and extension initiatives.
• 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.
• 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.
• Convey the value of the 4-H Youth Development Program with an interest in reaching new and underserved audiences.
• Coordinate the planning and facilitation of events and educational activities with consideration for equal and accessible opportunity commitments as well as risk management.
• Utilize volunteers to initiate and plan youth leadership, citizenship and educational opportunities.
• 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.
• 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.
• 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.
• 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.
• 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.
• 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.
• 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.
• Complete other duties to support the extension education and outreach of KSRE Post Rock District, as assigned.
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 Driver’s License is required. A criminal background check is required.

BENEFITS
Salary: Salary will be set by the Post Rock District Extension Board. This is a full-time non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act. Pay periods will be monthly. The base starting salary is $15.00 per hour. The employer will contribute a Social Security benefit according to the employer’s share of the salary each month to the Social Security Administration.

Working Hours: This position is based on a 40-hour work week. Due to the nature of the position, there will be times when the employee will need to utilize an alternative schedule to meet responsibilities, different than the standard business hours of the office. Some overnight and weekend work will be expected. There may be times when the employee will be expected to work extra hours. These hours will be approved by the District Extension Board or District Director. These hours will be compensated with compensatory time. For each additional hour worked, the employee will earn 1 ½ hours compensatory time.

Home Office and Travel: This position will have a primary duty station at the Lincoln, KS Office, with additional duty stations or travel around the district assigned. Transportation to the primary duty station is the responsibility of the employee. Additional approved travel will be supported by the Post Rock District. Reimbursement for authorized travel expenses will be made by the Post Rock District, approved and supervised by the District Director. The reimbursement will be made at the official State of Kansas travel rates.

Cell Phone Allowance: The Post Rock District Extension Board will provide a cell phone allowance to the employee because access to and use of a personal cell phone is a requirement to complete the responsibilities of this position.

Retirement: The employee will be enrolled in KPERS (Kansas Public Employees Retirement System).

Health Insurance: The Post Rock District Extension Board will pay $253.00 each month to the employee. Payment will be added to the hourly wage check and will be taxable.

Holidays: Paid holidays are in accordance with each respective courthouse policy.

Leave: Annual leave (vacation) is accumulated at the rate of one day per month, twelve days per year, for employees employed one through five years. Annual leave may be accumulated up to 20 days. Increases in allowable earned annual leave are based on years of service. Sick leave is accumulated one day per month. Accumulated sick leave can total no more than 90 days. Bereavement Leave, Court Leave, and Family Medical Leave Act (FMLA) benefits are available to the employee. Additional details will be shared upon request.

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”.

CONTACT
For more information about this position contact Nora Rhoades, District Director, 785-378-3174, or nrhoades@ksu.edu.