

## **POSITION DESCRIPTION**

**Title: Extension 4-H Program Coordinator**

**Working Title: Hillsdale County 4-H Program Coordinator**

**Institute: Children and Youth Institute**

**Non-Union**

**FLSA: Exempt**

Michigan State University Extension is committed to fostering a welcoming and inclusive organization, which requires all staff to contribute towards a vision for success. Diversity, equity and inclusion are central to our work, regardless of title or position within the organization. This means that all staff at MSU Extension are dedicated to the following:

- *We work together to ensure that programming is delivered to diverse audiences, produces equitable impacts for all participants, and demonstrates partnership and inclusion for all groups.*
- *We embrace that it is everyone's job to create a culture that promotes diversity, equity, inclusion and belonging.*
- *We ensure that every team member is prepared with the skills and resources to contribute to our welcoming and inclusive culture.*
- *We foster inclusion by recognizing and valuing diverse perspectives, skills, experiences, and work to create equal access to programming for communities.*
- *We commit to continuous learning for diversity, equity, and cultural competency, in order to achieve inclusive excellence.*
- *We understand that diversity, equity, and inclusion are essential elements to our work and are vital to the organizational culture and programmatic success of MSU Extension.*
- *We embrace a culture of understanding, coaching and feedback towards achieving a vision of success for the entire organization and its staff.*
- *Together we will achieve success and we commit to these goals in our work, continued education, and ongoing efforts.*

## **POSITION SUMMARY**

As part of MSU Extension (MSUE), the Children & Youth Institute (CYI), and with support from the 4-H Staff Development & Supervising Educator, District Director and Institute Director, this position provides leadership and oversight for growth and management of local 4-H programs, volunteers and youth participants. Through your supervising educator, you will work in concert with the CYI to ensure alignment of programs with overall goals of the Institute and organization.

As a team member of the Children and Youth Institute, you will recruit, select and train 4-H program volunteers and oversee program/project promotion, expansion and evaluation activities. Through your efforts, you will ensure that audiences are reached through traditional and newly developed programs, while providing local leadership in strengthening public understanding that 4-H is for all youth. You will provide information and opportunities for learning through the use of technology, mass media, group meetings, workshops and individual contacts.

In this position, you will conduct direct programming with youth and adult audiences, recruit and train volunteers to conduct direct programming with youth and will gather and analyze data for impact evaluation efforts. You will work closely with your District Director and MSU Extension leadership to develop and implement strategies for addressing local risk management issues in the areas of child safety, financial management, volunteer management and programming that is in alignment with MSU policies and procedures.

Operating independently, you will ensure that program delivery follows established guidelines and meets the goals set for reaching the desired number of youth locally and statewide, and you will be responsible for initiating efforts to expand Extension programs to the unreached, including limited resource families, youth, minorities, and the disabled. Additionally, you and the 4-H volunteers you oversee in your county will plan and organize youth development programs and you will be responsible for communicating information about newly implemented and existing 4-H programs and activities (progress, objectives, target dates, problems addressed, etc.) to your supervisor, District Director and Institute leadership.

Working collaboratively, you will be responsible for preparation and submission of the county 4-H youth development program plan, annual report (ES-237) and other necessary reports. You will be provided with professional development to help you attain and retain program knowledge and delivery skills that will be useful as you engage in other responsibilities associated with your position, such as leading and advising local 4-H groups in securing and managing funds, and conducting regular, financial management training to 4-H councils, committees, clubs, etc. Through your work, you will create, promote and represent MSU Extension in activities, meetings, etc. in a manner that reflects collegial connection with the community, the research and knowledge of the University, and the goodwill of MSU Extension.

There will be space available to work from the Hillsdale County MSU Extension office.

#### **Characteristic Duties/ Responsibilities**

- Provide leadership for county-based 4-H Youth programs through 4-H clubs, after school programs, short term/special interest programs, planned youth mentoring, and/or school enrichment efforts.
- Ensure that MSU Extension Volunteer Selection Process procedures are followed in concert with the addition of any volunteers engaged in programming.
- Train local 4-H volunteers to reach and involve the youth, adults, and families, from diverse backgrounds, with non-formal “learning by doing” experiences.
- Attend and act in an advisory capacity at 4-H Leaders’ Council and other program committee meetings, leading volunteers, and members in coordination of county-wide projects and ensuring that all MSUE and 4-H policies are followed.
- Leadership of local volunteer management; ensure on an annual basis metrics are achieved to identify, recruit, select, train, and assist volunteers to teach and advise youth in various programs and activities.
- Understand and support the Children and Youth Institute’s efforts in diversity, equity, inclusion and Civil Rights, including the availability of 4-H Youth programs and activities, with a special emphasis on removing barriers from participation and reaching diverse populations, including but not limited to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status, socio-economic class and other human differences.
- Work collaboratively with the District Director, Extension Educators, and other program partners to identify, implement, and disseminate the organizations educational priorities across the state and within communities.

- Use program development and advisory committees and conduct needs assessments in conjunction with local program partners to plan, organize, implement, and evaluate youth development programs, identify needs, opportunities, and carry-out programming that is relevant to the needs of county residents.
- Provide leadership, management and oversight of all county-based financial resources related to 4-H programs.
- Other duties or projects as assigned by the supervisor.
  
- Notify and work with District Director and MSU Extension leadership to develop and implement strategies for addressing local risk management issues in the areas of child safety, financial management, volunteer management and programming that is in alignment with MSU policies and procedures.
- Communicate information about newly implemented and existing 4-H programs and activities (progress, objectives, target dates, problems addressed, etc.) to your supervisor, District Director and Institute leadership, as appropriate and requested.
- Prepare and submit county 4-H youth development program plan, annual report (ES-237) and other necessary reports, as appropriate, with other professional and support staff, adhering to format and due date procedures.
- Actively participate in a variety of professional development opportunities to attain and retain program knowledge and delivery skills.
- Create, promote and represent MSU Extension in activities, meetings, etc. in a manner that reflects collegial connection with the community, the research and knowledge of the University, and the goodwill of MSU Extension.
- Lead and advise local 4-H groups in securing and managing funds to support 4-H youth work.
- Conduct regular, appropriate financial management training to 4-H councils, committees, clubs, etc.
- Provide information and opportunities for learning through the use of technology, mass media, group meetings, workshops and individual contacts.
- Provide local leadership in strengthening public understanding that 4-H is for all youth.
- Ensure that diverse audiences are reached through traditional and newly developed programs.
- Operate independently, ensuring that program delivery follows established guidelines and meets the goals set for reaching the desired number of youths locally and statewide.
- Initiate efforts to expand Extension programs to the unreached, including limited resource families, youth, minorities and the disabled.

#### **SUPERVISION RECEIVED FROM**

Supervising Extension Educator

#### **RESPONSIBILITY FOR THE WORK OF OTHERS**

Responsible for ensuring that volunteers carrying out the duties/functions in concert with any 4-H program are following all Extension and national 4-H procedures, record-keeping and expected behaviors. May have responsibility for the direction of support staff assigned to the 4-H program in the applicable county.

#### **WORK ENVIRONMENT**

This position requires driving as a regular part of the position, carrying educational materials, equipment, etc. up to 25 lbs.

#### **MINIMUM REQUIREMENTS**

- Bachelor's degree and two years of experience in program development and management in 4-H or other youth development program.

- Volunteer management and experience supervising volunteers or of others.
- Combination of education and specific, relevant work experience may be considered in lieu of degree.
- Demonstrated success in program development and delivery to diverse audiences/communities and proven ability in establishing and working with a diverse network of constituents and community members across race, color, gender, national origin, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, veteran status, socioeconomic class, and other differences.
- Ability to demonstrate sensitivity, knowledge, and use of appropriate approaches, skills and techniques, which reflect an understanding and awareness of social, cultural and economic diversity of the target population served.
- Experience and proven ability working productively with a team serving in both leadership and contributor roles.
- Strong interpersonal, oral and written communication skills.
- Proficiency in use of technology (e.g., Microsoft Teams, Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work, record keeping, reporting, and team-based communications.
- Travel in local and surrounding communities and occasional long-distance travel is required as a regular part of this position.
- Other skills and/or physical abilities required to perform duties of the position.
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Transportation is the responsibility of the employee.

#### **DESIRED QUALIFICATIONS**

- Non-formal education teaching experience.
- Demonstrated drive and initiative, with proven ability to manage multiple responsibilities and tasks simultaneously.
- Demonstrated ability to develop and maintain partnerships across diverse audiences and/or communities.
- Prior experience performing work in support of external contract and/or grant requirements.

This is a full-time, end-dated appointment, renewable annually based upon continued funding.

#### **FAIR LABOR STANDARDS ACT DESIGNATION**

This position is exempt as defined under the FLSA.

**DATE:** January 2021

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations.

The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.