

**MSU EXTENSION
CHILDREN AND YOUTH
INSTITUTE****Position Information****Position Title**

4-H Program Coordinator

Salary

\$40,400

BenefitsComprehensive benefits package:
<https://www.hr.msu.edu/benefits/index.html>**Location**

Hillsdale County, MI

To Apply**Current MSU Employees:**

Access the EBS portal. Under the My Career and Training section, select the Careers @ MSU tile to view Internal Job Postings.

External Applicants:Visit <http://careers.msu.edu>**Posting Number:**

774108

Application Deadline:

7/12/2022

Contact for Questionsmsue.hr@msu.edu**Hillsdale County 4-H Program Coordinator****Position Overview**

As part of MSU Extension (MSUE) and the Children & Youth Institute (CYI), this position provides leadership for managing 4-H programs, volunteers and youth participants.

You will recruit, select and train 4-H volunteers and oversee program promotion, expansion and evaluation activities. Through your efforts, you will ensure that audiences are reached through programs, while providing leadership in strengthening public understanding that 4-H is for all youth. You will provide learning opportunities through the use of technology, mass media, meetings, workshops and individual contacts.

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

You will ensure that program delivery follows established guidelines and meets goals for reaching the desired number of youth, and you will be responsible for expanding programs to the unreached, including limited resource families, youth, minorities, and the disabled. Program delivery will be through in-school, after-school, and short-term special interest groups.

You will be provided with professional development to help you attain knowledge and delivery skills that will be useful in your other responsibilities, such as leading 4-H groups in securing and managing funds, and conducting regular, financial management training to councils, committees, clubs, etc. Through your work, you will create, promote and represent MSUE in activities, meetings, etc. in a manner that reflects collegial connection with the community, the research and knowledge of MSU, and the goodwill of MSUE.

Minimum Qualifications (see full description for complete list of requirements)

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

Application Process

View full description and apply through the [MSU careers](#) page. **Search for posting 774108 using the Job Search field.**

Application deadline is July 12, 2022.