Position Title: 4-H Coordinator

Date: updated 5/2013

Reports to: WSU Extension County Director  Department: WSU Cooperative Extension

FLSA Status: Nonexempt

Positions Supervised: Directs approx. 70 adult 4-H volunteers and temporary staff at Fair.

BASIC FUNCTION: Provides detailed information and assistance to the public about the WSU/San Juan County Extension 4-H youth programs by phone, mail, electronically, or in person. Coordinates beginning and advanced training opportunities for volunteer leaders that will increase their skills and enthusiasm for working with youth. Assist with interviewing and screening adult volunteers, and preparing correspondence, newsletters, and other materials related to 4-H activities. Provide feedback on the needs of the 4-H program to the Extension County Director regarding program priorities, directions, and resources in order to continue meeting the needs of our local youth. Implement new and existing State and County 4-H policies.

MINIMUM QUALIFICATIONS: High School diploma, with demonstrated experience coordinating a community volunteer program. Software knowledge: must become proficient in the use of Microsoft Office, web based applications (an enrollment database) and social media. Familiarity with 4-H highly beneficial, but not required.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Directly supervise large numbers of adult 4-H volunteers.
*2. Maintain regular communication using electronic media, telephone and person-to-person contact with volunteers and others interested in 4-H.
*3. Recruit, train, counsel, and recognize adult volunteers and youth. Provide new leader training to volunteers within 1 year of being accepted into the program. Present certificates, pins, trophies and verbal acknowledgment to 4-H volunteers and adults. Provide support, empathy and direction to adult leaders
*4. Keep County Director informed of assigned responsibilities. Work directly with the County Director in using WSU procedures to implement new programs, provide feedback and share ideas on how to make the current 4-H program better.
*5. Coordinate with local and state fair boards. Provide leadership and expertise, coordinate and collaborate with local and state fair boards in planning for the participation of local 4-H youth. Make quarterly educational presentation to the County Fair Board, schools, service clubs and the general public regarding the 4-H program.
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6. Keep complete and accurate records. Maintain confidential, up-to-date records on present and retired 4-H leaders, the number of trophies and ribbons used at local fairs, and youth enrollment statistics.

7. Develop community support. Solicit support from local businesses, fair commissions, social service clubs and the greater community for awards, grants and scholarships for 4-H leaders and members. Design, develop and present informational presentation to service clubs and youth advocacy groups numbering up to 50.

8. Attend professional development opportunities to stay current with changes to the 4-H program and policies.

9. Travel. Participate in local and state 4-H Conferences to develop collaborations with other 4-H staff around the state.

10. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting at a desk. Employee is occasionally required to lift boxes up to 40 lbs, and awkward items like easels and other audio-visual equipment. The employee must be able to give and receive instructions and direct others to carry out assigned tasks. Must have valid Washington State Drivers License, requires operation of an automobile.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>4</td>
<td>x</td>
</tr>
<tr>
<td>Telephone</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
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<td>x</td>
</tr>
<tr>
<td>Vehicle</td>
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<td>x</td>
</tr>
<tr>
<td>Fax</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Audio Visual Equipment</td>
<td>.5</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Heated and naturally air conditioned office situation. Occasional long hours, continuous standing or walking, and continuous exposure to the elements 5% of the time. Occasional encounters emotionally charged situations. Annual travel to state and national events. Bi-monthly inter-island travel by car and ferry.