County Youth Coordinator
Position Description

Iowa 4-H and the County Youth Coordinators will focus on Positive Youth Development. Staff will work with youth, volunteers and professionals to plan, implement and evaluate a progressive series of educational programs and experiences that work toward multiple life skill outcomes (Productive Citizens, Outstanding Communications, Effective Leaders, and Successful Learners). This position should empower youth to reach their full potential through Youth-Adult Partnerships and research-based experiences.

Responsibilities

- Collaborate with internal and external partners to advance the Iowa 4-H mission and vision
- Develop and implement a year-round county recruitment and retention strategy for diverse community and corporate volunteers
- Develop and implement a year-round county recruitment and retention strategy to bring diverse youth from entry-point activities into long-term involvement in 4-H
- Assure compliance with risk management policies, including required training and background checks of volunteers
- Establish and maintain 4-H governance committees
- Promote 4-H state and county programs, events and activities working with local partners and media
- Communicate effectively and build relationships with the County Extension Council, youth, families, volunteers, other extension staff and community partners
- Represent Iowa State University, Iowa State University Extension and Outreach, and Iowa 4-H professionally and positively.
- Collect, analyze and share county data to ensure program effectiveness.
- Implement programs in accordance with state and federal guidelines and policies, and share with volunteers and community partners
- Administer evaluations and share impacts with County Extension Council and partners
- Work with County Extension Council to ensure adequate financial resources are secured

Knowledge, Skills and Abilities

- Team player
- Self-motivated with ability to work with minimal supervision
- Problem solving skills
- Customer service skills
- Cultural competence
- Computer skills including Microsoft Outlook, Word and Excel
- Organizational skills
- Project management skills
- Conflict management and resolution skills
- Dependability
- Collaboration and networking skills
- Ability to lift and move 40 pounds
Required Qualifications

- Bachelor's degree in family consumer sciences, youth development, education, agriculture, communications, or related area
- Experience working with youth and volunteers

Preferred Qualifications

- Two or more years of experience in one or more areas of the position description
- Experience with volunteer development
- Experience with Positive Youth Development
- Experience organizing events and activities
- Experience with 4-H as either a youth member, volunteer and/or parent
- Bilingual; fluent in a second language

This is a full-time position, located in the Warren County Extension Office. Programming will take place within and outside of the office; therefore, travel will be required to reach youth and families. Valid driver's license and access to reliable transportation is required of a successful candidate. Ability to pass a criminal background screening test.

Work Hours
Full-time. Position work based on a 40-hour work week. Hours will involve days, some evenings, some weekends, and occasional overnights. Hours will vary according to the event. Professional development is expected.

Wages
$17.50/hour. Non-exempt, hourly. Classified as Associate Educator position.

Benefits
Health insurance, paid time off and holidays, FICA, IPERS

TO APPLY
Position will be open until filled. However, to be guaranteed consideration, submit your complete application materials by Thursday, January 25th at 4:30 p.m. Please submit an employment application, cover letter and resume to Cortney Garrington, Executive Director at cortneyg@iastate.edu. Application form can be found at: www.extension.iastate.edu/Warren.

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