**Boundary County**

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date
amended

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POSTING DATE-COUNTY: 8/14/25
POSTING DATE-PUBLIC: 8/14/25
CLOSING DATE: 9/5/25

NOTICE OF POSITION VACANCY

JOB TITLE: 4-H Program Coordinator

DEPARTMENT: Extension Office

JOB CODE # EX03 **GRADE** 10 Immediate Supervisor Extension Educator
Overall Supervisor Extension Educator/County Chair

POSITION TYPE: FULLTIME

STARTING WAGE: \$19.39

JOB SUMMARY

Coordinate the 4-H program in the county; be responsible for recruiting, training, and supervising volunteer leaders and 4-H members. Provide leadership in developing, planning, and conducting programs that deliver youth education and volunteer development curricula; serve as a liaison for the 4-H program between the Extension Educators, Extension Specialists and Northern District Director.

POSITION FUNCTIONS

1. Coordinate and plan county wide 4-H events.
2. Develop, promote and provide programs for youth ensuring programs are educational, safe and fun.
3. Coordinate 4-H events associated with the Boundary County Fair. Work with the Fair Board to update the 4-H section of the fair book annually.
4. Promote and market 4-H programs and non-traditional programs such as 4-H Afterschool and other youth development activities by writing and publishing press releases and other promotional materials.
5. Seek out, write, implement, evaluate and administer grants. Assist with the hiring and supervision of grant employees. Assist 4-H leaders with grant writing upon request.
6. Work with and foster a strong relationship with the 4-H Leaders' Association and their committees.
7. Promote participation of youth in county, district, state, national and international 4-H events.
8. Publish bi-monthly 4-H Clover Talk newsletter.
9. Maintain and update membership enrollment database.
10. Responsible for inventory of 4-H curriculum and program supplies.
11. Work directly and indirectly with sub-district, district and interstate agencies to facilitate planning, networking and resource sharing.
12. Teach youth development content and select subject matter.
13. Ensure compliance with the University of Idaho policy on non-discrimination as stated in the University of Idaho Faculty Handbook, Section 3060.
14. Responsible for annual & various program supplemental insurance coverages.
15. Performs all other duties as assigned.

The University of Idaho Extension System will act in accordance with Idaho Code and Idaho's Child Protection policy in conducting educational programs for youth. Individuals in this position must submit a release for a background check through the Idaho State Patrol Bureau of Criminal Identification.

MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

High School diploma or equivalent Basic knowledge of 4-H program preferred. Must be able to work and communicate effectively with University of Idaho Faculty, county staff, volunteers, youth and the general public. Willingness and ability to conduct and attend evening and weekend activities and meetings is required. Must possess a high degree of organizational skill to plan, coordinate and supervise meetings, events and activities. Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees. Ability to interact and work with support staff. Requires excellent verbal and written communication skills, public relations abilities, and experience working with children and/or adult volunteers. Knowledge of educational and youth programs, livestock, agricultural sciences, family and consumer sciences and bookkeeping preferred. Ability to effectively use information technology including a variety of Windows based computer software programs and typing skills of 30-40 wpm. Ability to use other general office presentation equipment. Means and willingness to travel to other work sites. Must possess a valid Idaho driver's license.

TYPICAL EQUIPMENT TO BE USED

Computers, other general office equipment and other presentation equipment.

Standard of Performance

High degree of performance required. Must be able to work and communicate, both verbal and written, effectively with little supervision, meet deadlines and coordinate several activities simultaneously.

TYPICAL WORK HOURS

8:00 a.m. to 5:00 p.m., Monday through Friday, some evening, weekend meetings/activities

DISCLAIMER

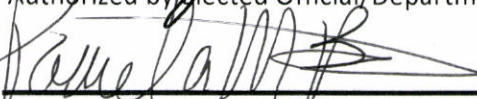
To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submit application to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22


All applications must be submitted on a Boundary County application form.

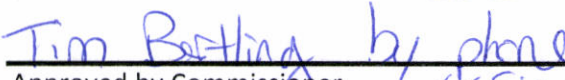
Filing of position authorized by Boundary County Commissioners


Authorized by Elected Official/Department Head


Verified by Personnel Director

08/14/2025
Date


Approved by Commissioner Chair (SSing)


Approved by Commissioner (SSing)

Approved by Commissioner

Equal Employment Opportunity Statement: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.