



## **Clearwater County** **CLASS SPECIFICATION**

### **4-H PROGRAM MANAGER**

#### **Class Summary/Primary Function**

The primary function of an employee in this class is to coordinate, facilitate and administer 4-H activities, providing education and support for 4-H youth and leaders, and preparing 4-H resource materials. Duties include a high degree of public contact and may include working evenings and weekends. This position works closely with the Fair Board to ensure smooth operation of 4-H activities at the fair. The Program Assistant reports to the Extension Educator. The principal duties of this class are performed in a general office environment. However, extensive travel is required for events, club meetings, training sessions, fair participation, etc.

#### **Essential Duties and Responsibilities**

- Identifies, recruits and trains target audiences to be involved in the total 4-H Program;
- Assists in educating 4-H youth and adult volunteers;
- Develops or obtains, implements and evaluates training materials for 4-H volunteers;
- Develops resource materials such as visuals, demonstration supplies and literature required for the 4-H program;
- Responds to requests for assistance from 4-H volunteers staff, members and parents;
- Advises youth, parents and volunteers on 4-H curriculum and support resources for the county, district, state and national programs, events and other youth activities;
- Receives and records enrollments and fees; enters data and maintains accurate records;
- Coordinates workshops, weigh-ins, activities and shows; organizes leaders workshops;
- Attends numerous meetings and workshops; assists project committees and standing committees;
- Coordinates with other counties to organize a 4-H camp; teaches an education class at camp, collects camp fees;
- Develops, facilitates and maintains the county leader and member recognition program;
- Assists in the planning, organizing and assembling resources for the county fair; attends fair event to coordinate and supervise 4-H proceedings;
- Coordinates with other youth organizations, youth counselors and others for special and ongoing events and activities;
- Communicates with and serves as advisor to the 4-H teens concerning meetings, activities and events geared toward self-improvement; provides teens with resources to meet goals; provides guidance to County 4-H Ambassadors;
- Orders 4-H curriculum materials; coordinates with committees to order animal tags, ribbons, trophies and other awards during the year;
- Reviews existing administrative and program procedures and initiates or recommends improvements;
- Keeps immediate supervisor and fully and accurately informed concerning work progress,

including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Responds to citizens', leaders' and 4-Her's questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Coordinates and assists in development of 4-H activities in association with the University of Idaho 4-H Agriculture Supervisor.
- Interacts with County employees, customers, visitors and the general public effectively and professionally;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Assists in the Extension Office as needed, answering questions on all extension activities;
- Performs other related duties as required.

### **Classification Requirements:**

Knowledge of:

- 4-H and related programs, curricula and materials;
- Public relations and effective communication techniques;
- Conflict resolution methods and techniques;
- Volunteers programs, including facilitation, collaboration, recruiting and training.

Ability to:

- Plan, assemble and evaluate resources for 4-H programs;
- Recruit new 4-H leaders and members;
- Carry-out local, district and state educational programs;
- Establish, develop and maintain positive public relationships;
- Conduct and attend various evening and weekend programs and education meetings;
- Travel to various events, meetings, programs, etc.;
- Organize and work with people and lead groups in problem solving and decision making;
- Record and maintain records and other documents;
- Express ideas clearly and concisely in writing and orally;
- Utilize a variety of computer software programs and equipment to perform duties;
- Respond to the public over the phone or in person in a tactful, pleasant, and courteous manner;
- Gather and analyze data and prepare reports;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

### **Minimum Acceptable Experience and Training**

- High school diploma or equivalent general educational development (GED), preferably supplemented with continued training in home or farm economics; and
- One or more years previous office experience, preferably related to youth development, teaching or volunteer coordination; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

### **Essential Physical Abilities**

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Communicate effectively in person and comprehend written and oral instructions;
- Review and prepare documents, spreadsheets and other written materials;
- Work safely around 4-H animals;
- Drive to various 4-H programs and events;
- Perform essential job functions in an office and field environment that may require lifting/moving 50 lbs., bending, stooping, kneeling, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements.