



Class Title: 4-H Coordinator

Full Time

FLSA Designation: Covered

Established: 5-13

Revised: 7-2021

Class Summary/Primary Function

The principal function of an employee in this class is to coordinate and organize 4-H programs in Teton County. Primary duties include promoting participation in 4-H programs; encouraging parents and others to serve as 4-H leaders; assisting the Extension educators in organizing 4-H programs; organizing fundraisers for scholarships and 4H supplies; learning individual program content and requirements; preparing participants and others for the County Fair; organizing and facilitating camps; arranging meetings; communicating with staff and clientele about programs; and assisting with office administration responsibilities. The work is performed under the supervision of the Extension Educator. The principal duties of this class are performed in an office and classroom environment.

Essential Duties and Responsibilities (will vary by assignment)

- Assists the Extension educators in organizing and facilitating 4-H youth development programs;
- Coordinates 4-H events and fundraisers;
- Prepares 4-H participants and others for Teton County Fair and Eastern Idaho State Fair;
- Communicates with staff and clientele about 4-H youth programs, events and activities;
- Arranges and participates in meetings and workshops;
- Assists in recruiting 4-H leaders;
- Coordinates communication with 4-H leaders, families, and volunteers;
- Facilitates and teaches 4-H curriculum to youth participants;
- Assists with volunteer recruitment and training;
- Participates as a camp counselor and instructor;
- Responds to and resolves complaints and concerns from citizens about programs, facilities, and policies; keeps all parties informed;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Responds to citizens' questions and requests in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Ensure compliance with the University of Idaho policy on non-discrimination as stated in the University of Idaho Faculty Staff Handbook, Section 3060. Contribute to University of Idaho Extension and Teton County Extension Affirmative Action and American Disabilities Act Plans.

Other Duties and Responsibilities

- Assists with office management and duties;
- Assists with writing 4-H grant applications, project budgeting, and reports;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Planning, overseeing, directing, evaluating and coordinating youth programs and events;
- Public relations skills;
- Organize effective meetings and transcribe meeting minutes;

- Operation of modern office equipment including a personal computer and job-related software;
- Basic website and social media management;
- Using and adapting project materials;
- Recordkeeping and document management.

Ability to:

- Read, interpret, and explain 4-H programs, policies and procedures;
- Plan, direct, evaluate and coordinate youth programs;
- Conduct effective community programs to recruit and promote 4-H participants and content leaders;
- Read, comprehend, use and adapt program materials;
- Serve as a camp counselor, role model and program leader and educator;
- Provide clerical support and operate modern office equipment;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Prepare accurate and reliable reports, and maintain required files and documentation;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Develop creative and effective resolutions to simple and complex problems;
- Determine priorities and make work assignments; follow-up to ensure desired results;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- Bachelor's degree; or Associate's degree and/or High school diploma/GED required with equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.
- One (1) to three (3) years related work experience preferred

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in-person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare, read, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 pounds and work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

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