**Description:**

The 4-H Program Manager is responsible for coordinating and managing the comprehensive 4-H youth development program in the Golden Prairie Extension District, Gove County. The Local Extension District Director supervises this position. Some overnight travel, evening, and weekend work will be required.

**Responsibilities:**

In consultation with the appointed supervisor:

1. Help the Extension District to enhance the 4-H program through multiple delivery methods and audiences.

Implement policies according to the Kansas Youth Development Policies, Best Management Practices, and Information.

Involve the 4-H Youth Development Program Development Committee (PDC) in planning and evaluating programs.

Utilize volunteers to initiate and plan youth leadership opportunities such as ambassador programs and junior leader clubs.

2. Coordinate and manage the Extension District’s 4-H club programs. Manage the training of adult and youth club leaders. Serve as the primary contact for the club program.

Grow the 4-H program through multiple delivery methods and audiences.

Recruit and promote 4-H club membership and participation.

Help manage financial and in-kind resources, including collecting and recording fees, keeping financial records, and preparing reports as directed by the supervisor.

Manage the financial accountability of local 4-H organizations and clubs.

Manage and ensure the availability of 4-H enrollment systems and databases. Help with Club Leader recruitment.

Write, edit, and solicit materials for newsletters, mailings, and electronic media.

*Revised August 2024 by the Golden Prairie Extension District Staff and Board.*
3. Coordinate and manage the Extension District’s 4-H events and activities.

Utilize the local 4-H Events Council and 4-H volunteers to design, develop, coordinate, and evaluate 4-H events and activities to meet local needs.

Ensure accuracy and use of the local 4-H data and evaluation systems.

Promote and market 4-H youth development activities.

Work with the other 4-H team members in the district to provide youth programming.

4. Manage volunteers and their contributions.

Recruit, enroll, screen, orient, register, support, and train local volunteers.

Steward the local Volunteer Screening Process.

Act as the primary contact for volunteers regarding training, teaching, and volunteer roles.

Plan, implement, teach, and evaluate volunteer training.

Promote, coordinate, and encourage youth and adult participation in volunteer orientation and training.

5. Communicate the value of the local 4-H program.

Provide program information to media, partners, and stakeholders.

Plan and deliver 4-H programming to youth at schools within the Extension District.

Plan and deliver 4-H programming to youth in the communities within the Extension District.

6. Coordinate the Extension District’s youth participation in area, state, national, and international opportunities.

Market opportunities and encourage youth participation.

Secure, orient, and train registered volunteers to serve as chaperons, leaders, and teachers.

The ability to chaperone and encourage youth to attend the state 4-H events.

7. Participate in Area and State 4-H youth development program training sessions and updates to remain current in youth development research, 4-H programming, risk management, delivery methods, and program policies.

*Revised August 2024 by the Golden Prairie Extension District Staff and Board.*
QUALIFICATIONS

Required:
- Ability to pass a criminal background check.
- Ability to pass Kansas Child Abuse and Neglect background check. Ability to communicate effectively both verbally and in writing.
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver’s License. Ability to represent the local K-State Research and Extension office professionally.
- High School Diploma or GED
- Self-motivated/Task Oriented: The ability to prioritize and accomplish work alone.
- Develop programs based on the community youths' needs to further educational opportunities (Some training opportunities available)
- Organized

Preferred:
- Significant experience in a youth development organization (as a member, volunteer, leader, paid staff member, or some combination of these roles).
- Experience working with individuals, groups, and co-workers to accomplish goals.
- Experience in word processing, email, and internet resources.
- Experience in working with volunteers.
- Experience in coordinating events and educational activities. Experience and skills in program development, teaching, and evaluation.
- Some college education or degree

*This document is a general description of typical job duties, responsibilities, and qualifications for a 4-H Program Assistant. Additional duties, specific qualifications, and work emphasis may vary between individual positions.*

Benefits:
- Comp time/overtime
- Holiday Leave
- Personal and Sick Leave
- Health Stipend
- Cellphone Stipend
- KPERS Retirement plan

Application Process:
Please complete an application and/or bring your resume and cover letter to Kelsi Luman at the Grainfield office.

Applications/Resumes are due by August 30th, 2024

*Revised August 2024 by the Golden Prairie Extension District Staff and Board.*