



CLASS SPECIFICATION

4-H COORDINATOR

JOB SUMMARY: Coordinates education and volunteer activities for a Spokane County equine (horse) 4-H and related programs through the WSU/Spokane County Cooperative Extension.

CLASSIFICATION STANDARDS

Positions allocated to this classification are responsible for planning, organizing and coordinating equine (horse) 4-H programs under the direction of a Faculty Chair of WSU/Spokane County Cooperative Extension. Work is performed with considerable independence following the policies and procedures of the program. Work is evaluated through reports and conferences in relation to achievement of program goals.

EXAMPLES OF DUTIES

Recruits youth to participate in a variety of equine (horse) and other 4-H program areas such as small animals or general projects.

Recruits and trains numerous adult volunteers to assist in program leadership.

Coordinates with the County 4-H Educator, other 4-H staff, 4-H leaders and volunteers to plan, organize, and implement 4-H educational programs and activities in support of assigned project areas.

Creates a safe and caring environment for motivation and learning by youth participants and adult volunteers.

Obtains or designs and writes curriculum for special events, or helps 4-H leaders and volunteers screen or design and write curriculum.

Writes one to three page reports, summaries of program outcomes, and assists with grant preparation.

Assists with the evaluation of program efforts and impacts.

Creates event and program registration materials independently or with 4-H staff and volunteers.

Performs other job-related duties as needed.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: AA degree or equivalent post high school course work and three (3) years of demonstrated organizational leadership experience in a large 4-H or other youth development program or related field. Bachelor's degree preferred.

BACKGROUND CHECK: requires successful clearance of a Washington State Patrol inquiry under the Child and Adult Abuse Information Act.

LICENSE: Valid driver's license or the ability to provide suitable transportation which is approved by the County.

BEHAVIORAL STANDARDS:

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION FACTORS

Knowledge of:

- 4-H Youth Development Methodology.
- 4-H organizational structure.
- volunteer recruitment and retention.
- application of experiential learning principles.
- online technologies.

Ability to:

- recruit program volunteers and participants.
- lead/advise/support volunteers in creating and managing multi-day events and camps in the area of horse and other 4-H programs as assigned.
- interpret and manage local and state guidelines for 4-H projects.
- make decisions involving complex issues related to 4-H regulations, policies and risk management related to youth and adult well-being and safety.
- participate in managing the Spokane county 4-H risk and financial management programs, sometimes as a team member and sometimes independently.
- work well with diverse audiences, stakeholders and local government.
- establish and maintain an effective working relationship with supervisor, other employees, school district personnel and volunteers.
- use sound judgment.
- follow written and verbal instructions.
- communicate effectively both orally and in writing.

Skilled in the use of personal computer and application of Microsoft Office Suite.