

Bear Lake County Extension - 4-H Program Coordinator (Part-time)

Overview: Oversee 4-H programming in Bear Lake County in compliance with county and University policies. Position reports to Bear Lake County Extension County Chair.

Responsibilities

Employee:

- Adhere to all Bear Lake County employee policies and procedures.
- Comply with the University of Idaho policy on affirmative action and equal opportunity as stated in the University of Idaho Staff Handbook. Contribute to the Idaho Cooperative Extension System and Bear Lake County Affirmative Action Plans.
- Complete all work in compliance with University of Idaho policies and procedures.
- Help extension educators and fellow staff members. Contribute to a positive office team environment. Develop and maintain a high degree of professionalism. Work respectfully with co-workers, extension faculty, and the public.
- Duties may require after-hours and weekend work especially at 4-H camp and during fairs.

Office Duties:

- Contribute to maintaining an open office during all business hours.
- Answer the phone in the manner prescribed by the College of Agriculture for Cooperative Extension. Keep an accurate record of messages and distribute them in a timely manner.
- Greet the public in a professional and courteous manner. Provide the requested information/service to clientele and when necessary, collect the proper fee and record transaction.
- Perform secretarial duties as needed related to the 4-H program such as enrollment, reporting, accounting and other office maintenance.
- Communicate with 4-H members and parents through personal contacts, messages, letters, and calls.
- Learn and maintain the current program and accurately record 4-H enrollment for the national ES-237 reporting system and Bear Lake County Fair records.
- Keep an accurate record of all 4-H enrollments and payments.
- Order 4-H supplies and materials as needed according to office procedures.
- Other duties as requested and approved by supervisor.

4-H Program Management Duties:

- Maintain appropriate records for the completion of required University Reports.
- Perform duties related to the 4-H programs or as assigned by the Extension Faculty, to include but not limited to the following:
 - o **Program Promotion, Recruitment and Operation**
 - Recruit 4-H members, leaders, teen leaders and other volunteers.
 - Visit schools to promote and implement 4-H activities.
 - Organize 4-H clubs, plan and implement 4-H Day Camps.
 - Assist with 4-H events, activities, and programs such as camp, fair, educational tours, school programs, etc.
 - Contribute to the Bear Lake County 4-H Council.
 - Organize fundraising efforts.
 - o **Fair Activities**

- Make the necessary preparations for Bear Lake County Fair such as check-in/check-out of 4-H projects, assist judges, set up displays, payment of premiums, building watch, etc.
- Prepare 4-H fair ribbons and other awards as needed.
- Help with Eastern Idaho State Fair as needed and directed by Extension faculty and approved by supervisor.
- **State Opportunities**
 - Assist with planning and implementation of multi-county 4-H camp.
 - Fill assignments as opportunities are presented and approved by the supervisor.
- Other duties as requested and approved by supervisor.

Duties assigned to 4-H Coordinators:

- Leadership in each area consists of all related activities to each program such as clubs, day camps, school activities, fair activities (judges, judging sheets, fair ribbons and premiums), coordinating volunteers, record books, registration, payment of fees, reporting, etc.
- Area assignments provide leadership to 4-H activities. It is expected that each coordinator will assist in the other area as directed by the leader of that area. Coordinators are to support one another.

<p>4-H Coordinator Areas (assignments to be coordinated among 4-H coordinators under the direction of county chair)</p>
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| <ul style="list-style-type: none"> - Alpine 4-H Camp Coordination - Annual Volunteer Training (to include Civil Rights training) - Cupcake Wars - Demonstration Contest - Dog - Exhibit Hall (County and State) - FCS areas (sewing/crochet, cooking, finances, health and wellness, etc.) - Horse - Lego Robotics and other STEM activities (with exception of the TMC trailer) - Livestock - Shooting Sports - Small Animal - State History (Ghost Towns) School Program - State Report School Program - Story Contest - Style Revue - Teen Council - TMC Trailer - Other programs as approved by Extension County Chair may be added |
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Schedule:

- 10 to 19.5 hours per week, schedule to be arranged upon hire

Compensation: \$19.00 per hour

Qualifications:**Required:**

- Desire to contribute to 4-H and Extension programs
- Excellent communication skills
- Ability to follow policy and procedure
- Ability to work in a team environment
- Detail orientated and ability to keep correct records
- Organizational skills and ability to prioritize work tasks to meet deadlines
- Ability to pass a background check to allow working with youth
- Computer skills including email, word, excel, social media

Preferred:

- Experience in 4-H and Extension programming

First review of applications will be October 1, 2024.

Please complete the Bear Lake County Job Application found on the main website and return it to the Extension or Clerk's Office.

For further information, contact Kari Ure at 208-847-0345 or kure@uidaho.edu