



Uintah County

Job Description

Title:	4-H Coordinator	Code:	501
Division:	Administration	Effective Date:	04/15
Department:	USU Extension Office	Last Revised:	04/15
FLSA Cat:	Non-Exempt	Pay Grade:	18

GENERAL PURPOSE

Performs a variety of **full performance routine administrative** duties as required to expedite services and maintain programs provided through the County Extension office.

SUPERVISION RECEIVED

Works under the general supervision of the County USU Extension Agent.

SUPERVISION EXERCISED

May supervise temporary office personnel or volunteer workers as needed to accommodate seasonal requirements of the office or program.

ESSENTIAL FUNCTIONS

Develops, promotes and implements 4-H programs and activities in the county. Recruits, screens, trains, organizes and supervises 4-H volunteers. Chaperones youth at state activities, after-school, and summer programs. Monitors budget requirements of such programs.

Provides leadership to the county fair planning and implementation as a member of the fair board; produces 4-H section of the Uintah County fair book.

Receives and processes 4-H enrollments and program applications; orders 4-H materials, distributes material to leaders and clubs, prints letters and bulletins, schedules leader meetings, etc. as needed to promote cooperative county wide 4-H development; places information on the Uintah County website.

Communicates with 4-H volunteers and members using newsletters, e-mail, telephone and social media.

Operates personal computer; types correspondence, designs graphic layout for newsletters, bulletins, reports, etc.; answers telephone calls; acts as department receptionist, greets public, answers questions regarding a variety of programs and supplies general information as requested; performs routine research of material in the absence of agents and provides answers to some questions regarding extension programs.

Creates, plans, presents, and supervises after school, state, and summer day camp activities and classes for youth and leaders. Purchases supplies for such activities and instructs or supervises instructors. Prepares testing materials for 4-H events. Assists agents with resolving citizen or volunteer complaints. Recruits, supervises, and teaches leadership to members of 4-H teen council.

Performs related duties as required.

MINIMUMS QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;

AND

B. Four (4) years of responsible experience performing above and related duties.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of general office procedures and methods, basic bookkeeping and accounting, English, spelling, grammar, and punctuation; various software applications utilized in word processing, desktop publishing, accounting, etc.; computerized art layout and design related to bulletins, announcements, advertisements etc. **Some knowledge of** multimedia programming equipment and routine operation; telephone etiquette and methods of dealing with the public in a professional manner; purpose and goals of 4-H programs; the operation of computer and related technical equipment; extension agricultural and family and consumer sciences.

Ability to operate standard office equipment such as personal computer, copy machine, typewriter, calculator, paper folder, electronic mailing equipment; etc.; follow verbal and written instructions; perform clerical and secretarial work involving departmental operations; organize, develop, and maintain filing and other record keeping systems; perform under stress of time deadlines, communicate effectively, verbally and in writing; frequent changes in programs and seasonal demands; establish and maintain effective working relations with fellow employees and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's License.

4. Work Environment:

Tasks require variety of physical activities, occasionally involving muscular strain related to walking, standing, stooping, sitting, reaching and some lifting. Mental application utilizes memory for details, emotional stability, discriminating thinking and some creative problem solving. Periodic local travel may be required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)