Job Title: Urban 4-H Program Coordinator, St. Louis County-Duluth, MN

Location: Urban 4-H Program Coordinator, St. Louis County-Duluth, MN

Regular/Temporary: Regular

Job Code: 8316A3

Empl Group: Civil Service

Full/Part Time: Full-Time

Favorite Job: 

Qualifications

Required Qualifications:
1. Bachelor's degree.
2. Four (4) or more years of relevant experience including any combination of the following:
   a. Paid employment with a youth development organization.
   b. Paid employment with an organization/business not related to youth development when work included responsibilities related to the position. (Transferable related experience typically includes the following)*
      *teaching youth or adults;
      *recruiting and/or guiding youth;
      *recruiting, guiding and/or supervising volunteers;
      *planning and coordinating events and/or educational activities;
      *community organizing/partnership building;
      *board leadership and/or management;
      *budgeting and managing finances;
      *managing conflict, risk and/or policies/rules;
      *writing and distributing marketing and communication materials.
   c. Volunteer leadership as a college student or adult when the contribution includes responsibilities related to the position. (Experience will be prorated based on work related to the responsibilities as listed under "b" above with up to 2 years of credit granted for volunteer leadership.)
   d. Participation for four or more years in a youth development organization as a middle or high school student. (Up to one year of experience will be credited for youth participation.)
3. Valid driver’s license and access to reliable transportation for job-related travel.
4. Personal cell phone that can be used, as needed, for work purposes.
5. Ability to maintain a flexible work schedule, including evening and weekend work, as needed.

Preferred Qualifications:
*Degree in education, sociology, youth development or related field.
*Evidence of college level coursework in youth development, volunteer development, program development, and/or project management.
*Evidence of experience with a youth development organization.
*Evidence of experience across multiple areas defined in the required qualifications.
*Demonstrated experience in applying youth development principles to an educational context.
*Demonstrated experience in planning, organizing, problem solving and successfully completing multiple tasks under pressure of deadline.
*Demonstrated ability to work independently as well as part of a team.
*Demonstrated ability to work effectively with individuals, organizations, and/or communities representing new, culturally diverse, economically diverse, and/or underserved audiences.
*Respectful and professional communication style, with good verbal and written communication skills.
*Experience using computers and distance technologies for data entry, creating documents, doing internet searches, communicate, participate in web-based communication and training, and/or market and deliver educational programming.

About the Job

Working Title: County 4-H Program Coordinator

University Job Classification: Extension Program Associate 3, civil service appointment.

Application Deadline: Position will remain open until filled, with applications received by October 30 considered first

4-H Program Coordinators lead and manage the full range of the 4-H Youth Development program in a given county. This individual has full responsibility and authority to steward the program development, human resources, and financial aspects of the 4-H Youth Development program in the county. A Bachelor’s degree and four (4) years of related experience is required.

This position is paired with community partners (schools, organizations, volunteers, youth, and interns) to provide support for youth development programs. This position will supervise and train volunteers, organize youth activities, coordinate events, facilitate data collection, promote and market the 4-H program, and manage budgets.

Program Leadership and Development—40%
*Ensure the county program is moving towards statewide 4-H program outcomes.
*Use the U of MN Extension 4-H Youth Development Program Planning Model.
*Engage youth and volunteers in program planning.
*Develop, implement and evaluate programs, in conjunction with partners and volunteers, to advance the goals of the program.
*Provide leadership for youth voice in programs.
*Use research-based curriculum to create and implement learning opportunities that reach out to diverse and historically underserved youth audiences in a variety of settings.
*Initiate club development. Maintain and ensure accessibility and quality to all youth through a full range of 4-H Club experiences (after school, site based and project clubs).
*Provide opportunities for reflection and public recognition (i.e. County Fair or Showcase Event).
*Coordinate youth and volunteer involvement in regional, state and national 4-H Youth Development programs and opportunities.
*Build and strengthen youth and adult relationships which ensure positive youth development.
*Build relationships with partners (youth, volunteers, interns, businesses and community-based organizations) to help advance 4-H program goals.
*Understand and educate others about recent, research-based youth development philosophy and foundation of 4-H.
*Utilize research and evaluation results to ensure quality programs.
*Collaborate with colleagues in county, regional, and state positions to ensure quality youth programs.
*Contribute to regional and state 4-H program teams.
*Recruit, supervise, and support short-term and part-time 4-H staff, interns, and volunteers.
*Follow and implement University of Minnesota, Extension, and Minnesota 4-H Youth Development policies and practices.

Volunteer and Intern Development—35%
*Identify & place volunteers and interns in management and delivery roles which support the 4-H Youth Development Program.
*Supervise teen and college interns planning and leading the direct delivery of youth programs.
*Develop intentional methods of reaching new volunteers and interns.
*Build capacity of volunteers and interns to lead 4-H clubs (after school, site-based, project clubs).
*Cultivate relationships with youth and adult volunteers and interns through a support system consisting of effective orientation, recognition, and evaluation.
*Work with Extension Educators to establish and support a volunteer development system which builds the long-term sustainability and capacity of the 4-H program.
*Facilitate local volunteer training.
*Ensure the volunteer screening process is implemented and up to date.
*Address problems that arise with volunteers.

Fiscal Responsibility--15%
*Guide budget development and accountability process for the local 4-H Program.
*Incorporate best practices into the financial management systems for the protection of paid staff and volunteers and the integrity of the county 4-H Program.
*Generate and manage revenue to enhance educational programming, including management of contracts, program agreements, and sponsored projects or grants.
*Ensure all fiscal policies are followed, including reporting for tax purposes.

Marketing, Recruitment, Evaluation & Reporting--10%
*Develop a communications plan and ensure effective communication to families.
*Promote and market the 4-H youth development program.
*Communicate the value, impacts and outcomes of the 4-H youth development program with local stakeholders and media.
*Collect and ensure entry of data for program reporting.

About the Department

About Extension
University of Minnesota is part of the national network of land-grant institutions with a mission to address critical public issues through teaching, research and outreach. Extension delivers on the University’s land-grant mission, working with Minnesotans to address important issues, creating a better world for future generations. Find further information at www.extension.umn.edu.

How To Apply

How to Apply:
Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions. You will have the opportunity to complete an online application for the position. Complete the brief application and include the following attachments with your online application:

1. Cover letter which:
   a. Describes your qualifications for the position based upon the job qualifications and position responsibilities.
   b. Includes examples of your proven ability to perform this job.
   c. Indicates location(s) of preference
2. Resume which lists items a-d below. For each position includes name of the organization, title (if applicable), responsibilities, start and end dates (month, day, year), and average hours per week.
   a. Paid employment with youth development organization(s).
   b. Paid employment with an organization/business not related to youth development when work includes responsibilities related to the position, as listed under “required qualifications.”
   c. Volunteer leadership as a college student or adult when the contribution included responsibilities related to the position, as listed under “required qualifications.”
   d. Participation as a middle and/or high school student in a youth development organization.
3. College transcripts.

For questions about applying online, contact:
Naaz Babvani
Extension Human Resources
babva001@umn.edu
Telephone: 612-624-3717

For questions about this position:
Tamie Bremseth
Director, Youth Development Operations
brems002@umn.edu
612-624-7974

Additional documents may be attached after application by accessing your "My Activities" page and uploading documents there.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: http://diversity.umn.edu.

Background Check Information

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

About the U of M

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.