

## **JOB ANNOUNCEMENT:**

4-H/YOUTH EDUCATOR - Full time Responsibilities include planning, implementing and oversight of educational youth programs. Required Bachelors Degree and 1 yr. related work or volunteer experience. **Excellent benefits package.** Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply. To apply, please send a letter of interest, resume and references to Cornell Cooperative Extension of Lewis County, Attn: Michele Ledoux, Executive Director, PO Box 72, Lowville, NY 13367. Review of applications will begin immediately and continue until a suitable pool of candidates is identified. EOE/ADA Employer.

## POSITION DESCRIPTION

**JOB TITLE:** 4-H/Youth Educator  
**JOB CLASSIFICATION:** Community Educator  
**ASSOCIATION NAME:** Cornell Cooperative Extension-Lewis County  
**SUPERVISOR:** CCE of Lewis County Executive Director

### GENERAL RESPONSIBILITIES:

Serves as community educator responsible to Cornell Cooperative Extension Association of Lewis County. This position disseminates research generated knowledge and techniques to individuals, communities, and youth in related 4-H youth development programs. Communicates with colleagues, customers, Association leaders and decision makers. Represents Cornell Cooperative Extension to the general public, community leaders and government officials in a professional manner. Coordinates with and supports other activities and program areas as appropriate. Ensures that the educational programs reflect the diversity of people in Lewis County and that they conform to the objectives and mission of Cornell Cooperative Extension and this Association. Ensures program accountability and reporting. Carries out other professional duties as assigned to fulfill the policies and priorities of the Association. Supports and complies with affirmative action policies and procedures and the Americans with Disabilities Act. Assist supervisor in the coordination of the CCE of Lewis County 4-H/Youth development programs.

### **Program Implementation 80%**

- Assist in the coordination and implementation of 4-H Youth Development activities at County and State Fairs.
- Recruit new 4-H clubs and support existing county-wide 4-H clubs.
- Provide adult training and professional development opportunities for youth development within the community.
- Serve as an accessible support resource for leaders and other volunteers.
- Improve community visibility of 4-H to increase awareness of 4-H and positive youth development opportunities.
- In conjunction with other 4-H Youth Development staff, provide orientation and follow-up support of new volunteers to the program including organizational and project leaders to ensure initial and continued 4-H club success.
- Support and assist supervisor in committees and individually with a diverse group of volunteers and community leaders to develop and manage short and long-range goals for 4-H/Youth development educational programs.
- Provide leadership and contributions to special 4-H events and projects as assigned; such as the Achievement & Recognition Program, Award Trips, Teen Career and Training Programs and Teen Ambassador Program.
- Will be expected to teach with competency, subject matter, to youth and adults that is consistent with educational goals identified within the 4-H program.
- Implement youth development programs that will enhance and expand educational opportunities for youth in Lewis County.
- Deliver program information to clientele through informal discussion groups, one on one consultation, newsletter, press releases, classroom workshops, demonstrations and more.

**Program Management**                      **15%**

- Work in cooperation with team members to help establish priorities, objectives, and programming for the 4-H Youth Development.
- Utilize effective marketing strategies in the planning and promotion of Association programs and activities.
- Edit and contribute to the monthly 4-H Newsletter.
- Oversee the 4-H Fund for Lewis County.
- Will oversee the work of program assistant, educator and volunteers, and work collaboratively with CCE staff.
- Assist the Executive Director in addressing 4-H program related personnel and administrative problems and to resolve conflicts that arise in the operation of the program unit, utilizing appropriate policies and procedures.
- Maintain effective professional relationships with other agencies, organizations, committees, professionals, the public, and businesses to promote efficient utilization of resources; prevent duplication of services; and support the program areas and Association's mission and objectives.
- Communicate with staff regarding programming efforts and the needs of the 4-H clubs.

**Program Evaluation**                      **3%**

- Evaluate and analyze impact of programs using a variety of methods.
- Complete reports as required by the Executive Director.

**Professional Development**                      **2%**

- Participate in orientation programs and attend in-service education as appropriate relating to assigned program and administrative responsibilities.
- Jointly develop and pursue professional improvement plan, in cooperation with supervisor, to increase competency in program responsibilities.
- Actively serve on committees that support overall educational and organizational efforts of the Cornell Cooperative Extension System.

**Program Reporting**

- Report, as required by the Executive Director, related to professional responsibilities.
- Submit reports related to program assessment and accountability that are fully integrated into the comprehensive evaluation and accountability activities of the Association.
- Participate in an annual program area and Association program review.

Reporting Relationships

- Report to the Executive Director for supervision and program guidance.
- Overall program direction is established by the 4-H Program Committee and the Association Board of Directors.

## **Qualifications**

### **Education and Experience**

#### Minimum Education Required

*Necessary:* Bachelors Degree in an appropriate field, plus one year experience working with volunteers and youth.

#### Minimum Experience Required

*Desirable:* Familiarity with 4-H or a similar youth development program in a volunteer or staff position is desirable. Experience in educational program development

### **Key Knowledge, Skills, and Abilities**

- Volunteer or work experience with youth.
- Demonstrated ability to communicate effectively with people of diverse socio-economic backgrounds.
- Demonstrated leadership and supervisory skills.
- Good oral and written communications skills.
- Demonstrated ability to function as a team member working with volunteers and staff.
- Willingness to learn new subject materials.
- Demonstrated ability to organize reference materials.
- Demonstrated computer/technology skills.
- Demonstrated experience in writing and/or managing grants.
- Willingness to travel as required, and to work evenings, as well as weekends.

#### Special Requirements

- Must furnish own transportation and have ability to meet all travel requirements of the position.
- Ability to work flexible hours including nights and weekends.

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_