

**Job Description**  
**Frontier District**  
**4-H Youth Development Program Manager**

**Description:**

The 4-H Youth Development Program Manager is responsible for coordinating high-quality educational environments where youth and volunteers can thrive across the Frontier Extension District. This position plans, implements, and evaluates youth development programming using the 4-H Thriving Model and exercises professional judgment, initiative, and independent decision-making in program delivery and day-to-day operations.

The Program Manager coordinates and manages the organization and functioning of the district's 4-H youth development program by providing engaging learning opportunities in a variety of community, school, and volunteer-led settings. The position collaborates with the District 4-H Youth Development Agent and other district staff to plan programs, coordinate volunteers, manage events, and address local program needs.

The position is supervised by the District 4-H Youth Development Agent and the Frontier Extension District Director, with support provided by the District Extension Agents. This position is a full-time salaried position. Some overnight travel and evening and weekend work will be required.

**Responsibilities**

In consultation with the Frontier Extension District 4-H Youth Development Agent and in coordination with the other District 4-H Program Managers:

**1. Program Development and Delivery**

Research, plan, prepare, teach, and evaluate youth development programs such as specialized pilot youth programs, school enrichment programs, after-school programs, and youth leadership programs. The Program Manager identifies community needs, determines appropriate program strategies, and implements educational opportunities that support positive youth development.

**2. Coordinate and Manage 4-H Club and Youth Programs**

- a) Serve as the primary point of contact for the local 4-H program and respond to questions from youth, families, volunteers, and community partners.
- b) Recruit and promote 4-H club membership and participation through outreach and engagement activities.
- c) Maintain supplies and resources needed to support volunteers and 4-H members.

- d) Implement and adapt strategies to recruit and retain new 4-H families.
- e) Ensure the availability, accuracy, and appropriate management of local 4-H data and records.
- f) Use independent judgment to address operational issues, identify program improvements, and coordinate solutions, while collaborating with other Program Managers and seeking guidance from the District 4-H Youth Development Agent on matters affecting district-wide programming.

### **3. Coordinate and Manage 4-H and Youth Events and Activities**

- a) Utilize the local 4-H Council and volunteers to design, develop, coordinate, and evaluate 4-H events and activities that meet local youth development needs.
- b) Plan, implement, and manage the 4-H program at the county fair and other annual showcases in coordination with the District 4-H Youth Development Agent, District Office Professionals, and District Extension Agents.
- c) Plan and implement 4-H events and activities such as club days, fairs, camps, leadership events, and recognition programs.
  - i) Work with the 4-H Council and the 4-H Youth Development Program Development Committee.
  - ii) Initiate and develop youth leadership opportunities and experiences.
- d) Ensure equal opportunity for each youth participant and uphold state 4-H policies, regulations, and risk management practices.

### **4. Oversee Volunteer Engagement and Development**

- a) Serve as the primary point of contact for volunteers, providing guidance, training, and work direction as needed.
- b) Recruit, enroll, screen, support, train, and assist volunteers in fulfilling their roles within the 4-H program.
- c) Promote, coordinate, and encourage participation in volunteer training and leadership development opportunities.
- d) Use initiative to expand outreach efforts and engage new and diverse volunteer audiences to strengthen the local 4-H program.

### **5. Communications and Program Promotion**

In coordination with the 4-H Youth Development Agent and Communications and Marketing Manager:

- a) Promote and market 4-H youth development activities through appropriate communication channels.
- b) Write and solicit content for newsletters, mailings, media releases, and electronic communications to increase program visibility and participation.

### **6. Youth Development Opportunities**

Coordinate youth participation in regional, state, national, and international opportunities in cooperation with the District 4-H Youth Development Agent. Identify opportunities that support youth growth and leadership development.

**7. Professional Development**

Participate in 4-H Youth Development training and professional development to remain current in youth development research, 4-H programming, risk management, delivery methods, and program policies. Apply this knowledge to strengthen and improve local programming and program outcomes.

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Employee Signature

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Date

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Local Unit Director Signature

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Date