

Texas AgriLife Extension Service
The Texas A&M System

4-H Coordinator
Job Description

Name:

County:

The County 4-H and Youth Development Program (like the County Extension Program) is the responsibility of the total county extension faculty. To enhance the effectiveness and efficiency of the 4-H faculty in planning, implementing, and evaluating the Extension 4-H program, one county faculty member will be appointed as County 4-H Coordinator.

The basic duties of the County 4-H Coordinator are to provide leadership for 4-H program efforts to include (but not limited to) the following:

- Confer with all county faculty on their 4-H program responsibilities.
- Provide leadership in completing all required 4-H reports (ES-237, 4-H enrollment, etc.).
- Coordinate 4-H diversity efforts, reports, and documentation.
- Coordinate the 4-H & Youth Development outcome plans of the county program.
- Provide leadership for 4-H interpretation efforts, as follows:
 - Commissioners' Court
 - School Officials
 - City Officials
 - County Stakeholders
- Coordinate 4-H topics that need discussion at faculty office conferences.
- Give leadership to the plan for faculty involvement in 4-H club meetings.
- Give leadership to the plan for faculty involvement in 4-H groups, as follows:
 - County 4-H Youth Board
 - County 4-H Council
 - County 4-H Ambassadors
 - Volunteer/Parent Association; 4-H Booster club
 - Teen Leaders Association
 - Youth Boards

- Provide leadership for faculty involvement in volunteer training, as follows:
 - 4-H club managers
 - 4-H club offices
 - Master 4-H volunteers
 - Project (subject matter) training
- Provide leadership for faculty involvement for county, district, and state learning strategies (event coordination, due dates, entry dates):
 - Food Show
 - Horse Show
 - Livestock Shows
 - Fashion Show
 - Photography Contest
 - Scholarships
 - Judging
 - Consumer
 - Livestock
 - Horse
 - Meats
 - Quiz Bowls
 - Horse
 - Beef
 - Nutrition
 - Speaking
 - Educational Presentations
 - Public Speaking
 - Share-the-Fun
 - Other Learning Strategies Related to the County
- Provide leadership for faculty involvement for expansion efforts, as follows:
 - Curriculum Involvement
 - Special Interest
 - Ag Literacy
 - 4-H After School
- Coordinate collaborative efforts with other youth serving organizations in the county.
- Give leadership to required cash management procedures for 4-H.
- Give leadership to required Youth Protection Standards procedures.

Approval

4-H Coordinator

District Extension Administrator

Date

Date