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