



Sutter-Yuba Counties 4-H Youth Development Program

4-H COUNCIL

EXPANSION AND REVIEW DIRECTOR

General Description

The 4-H Program Development Board Expansion and Review Director is a middle manager and provides leadership to and coordinates the Expansion and Review activities for the Sutter-Yuba Counties 4-H Youth Development Program (YDP). The Expansion and Review Director coordinates the Expansion and Review Management Committee and any related ad-hoc committee(s) or events.

The activities/programs that come under the Expansion and Review Management category are:

- Plan and implement a positive and effective outreach action plan.
- Review geographic boundaries of clubs.
- Review one race units and the communities they serve.
- Review constitution and bylaws of clubs.
- Provide diversity training annually in cooperation with 4-H YDP staff.

Objectives

1. To build and lead an Expansion and Review Management Committee that supports the program vision and plan.
2. To advocate on behalf of the county 4-H YDP.
3. To develop a positive outreach action plan that identifies long-term 4-H YDP goals, organizes special committees and takes steps to meet nondiscrimination standards.
4. To help expand 4-H YDP opportunities for youth, adults and families, to help strengthen approaches to 4-H YDP delivery and to add quality to the educational process.
5. Identify where new clubs are needed and work in conjunction with Adult Leadership Committee to build clubs in identified areas.
6. To stay informed of new developments from National 4-H Council, USDA/NIFA or the State 4-H Office related to Expansion and Review and utilize information to enhance county activities.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks relating to Expansion and Review.
3. Strong leadership skills.
4. Demonstrated excellence in public speaking.
5. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
7. Ability to resolve conflict in a timely manner.
8. Ability to communicate effectively.
9. Good organizational skills.
10. An understanding of the 4-H Management Board, Program Development Board, Director and Director concepts in the county and the ability to communicate it to others.
11. Become a 4-H Adult Volunteer prior to serving as the Director. Becoming a 4-H Adult Volunteer includes: enrolling in 4-H and paying the enrollment fee, completing fingerprinting, and attending New Volunteer Orientation.

Specific Responsibilities

1. Follow and abide by the 4-H Program Development Board Expansion and Review Director Job Description.
2. Work with 4-H staff to expand program in to new and underrepresented areas.
3. Provide leadership to and manage the Expansion and Review efforts of the county 4-H YDP.
4. Develop an outreach action plan for Sutter-Yuba Counties 4-H. Present plan to the Program Development Board.
5. Develop and oversee the Expansion and Review budget subject to approval by the Management Board. Authority to re-budget between line items or change budget as needed given the budget remains within the amount allocated.
6. Provide internal communications with members, participants, adult volunteers and staff.
7. Identify and provide internal representation and support on behalf of the county 4-H YDP (e.g., sectional committees, state 4-H committees).
8. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled meetings (at least 4 per year).
 - a. Help to carry out the responsibilities of the board.
 - b. Serve as an important link between the 4-H Management Board and the Expansion and Review Program Committee and any related ad-hoc committee(s). Keep the board informed by giving reports as to their plans, what they are doing and how they are functioning.
9. Coordinate the Expansion and Review Program Committee.
10. Serve as the chairperson of the Expansion and Review Program Committee. As chairperson, be responsible for:
 - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
 - b. Recruitment, selection and orientation of committee members.

- c. Providing leadership for training and support of 4-H units/groups in the Expansion and Review area.
 - d. Ensuring that any fundraising activities to support committee activities are coordinated with the Fund Development Director and within the confines of the overall fund development plan.
 - e. Special emphasis on Affirmative Action/Outreach.
11. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Board.
 12. Work closely with the 4-H YDP and Office staff.
 13. Attend scheduled orientation and training sessions for Directors.

Relationships

The Expansion and Review Director is responsible to the 4-H Program Development Board and the 4-H YDP. The Director cooperates with the other Directors and Directors in the county, as well as other adult volunteers, members and participants in the 4-H YDP. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

Term of Appointment

The Director shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Sutter-Yuba Counties 4-H Expansion and Review Director.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

This document was developed by Rita Boyes, 4-H Program Representative in Sutter-Yuba Counties. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Key Leader in San Louis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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