

CLASSIFICATION: Extension Educator

WORKING TITLE: 4-H Supervising and Staff Development Educator

FLSA: Exempt

BASIC FUNCTION

In collaboration with the Children and Youth Institute Director and Associate State Leader for Michigan 4-H Youth Development, this position is responsible for providing leadership for the initial training for newly hired 4-H Program Coordinators, as well as continuing education and development for existing 4-H Program Coordinators. This position will provide coaching, training and technical support to 4-H Program Coordinators in **[ASSIGNED COUNTIES]** counties.

As a program coach, advisor and supervisor for 4-H Youth Development Program Coordinators, this Educator collaborates with others, working with staff, faculty, specialists, District Directors and Extension Educators to help build skills of 4-H Program Coordinators needed to 1) design, implement and evaluate quality educational programs that provide opportunities for youth to develop life skills needed for success today and in the future; 2) recruit, train and manage volunteers who provide support for youth program participants; 3) build effective community partnerships; and 4) effectively manage risk and child safety issues in a variety of educational settings, ensuring that programming is available to diverse audiences of individuals and community groups, meets the needs of the clientele and is in alignment with the expectations set by Michigan State University, MSU Extension and the Children and Youth Institute.

CHARACTERISTIC DUTIES/RESPONSIBILITIES

- Develop, conduct and evaluate innovative staff development programs that meet current and projected needs;
- Communicate, assist and interact with 4-H Program Coordinator staff as they evaluate the needs of the clientele;
- Complete annual evaluation of assigned 4-H Program Coordinators, assisting staff in achieving success and hold employees accountable to the program requirements and deliverables.
- Actively communicate and interact with appropriate District Director(s) on regular basis to review staff performance and community needs related to 4-H Program Coordinator efforts;
- Identify, develop and conduct training to both staff and volunteers on how to teach and advise youth in various programs and activities;
- Network with appropriate work teams, University departments, as well as state and national partners to create awareness, support and tangible resources for staff in the areas of grant writing, program planning and management, volunteerism, conflict management, non-formal educational delivery systems, evaluation and reporting and partnership development;
- Serve as an information resource to Extension staff, clientele, and partners;
- In concert with the MSUE work team(s) and District Directors, work with federal, state and county agencies to complete needs assessment of 4-H program staff and develop effective staff development programming to meet identified needs;
- Create and promote positive public relations for MSUE and CYI;
- Actively participate in professional development opportunities to build personal skills;

- Prepare, submit and approve necessary information and documentation to ensure adherence to MSU Extension administrative policies, procedures and deadlines.
- Ensure direct reports understand the management of financial budgets and administrative policies and procedures; Work with staff to ensure that community needs assessments, program development and recruitment efforts include the engagement of Michigan's diverse residents across race, gender, socioeconomic class, disabilities and other differences;
- Understands and implements Civil Rights policies and procedures;
- Assist with new staff recruitment efforts, as requested;
- Train, mentor and assist in the evaluation of staff, ensuring the requirements and objectives of their programming are met;
- Act as a resource to direct reports as they develop, conduct and evaluate innovative programs that meet the needs of Michigan 4-H Youth Development;
- Other duties or projects as assigned.

SUPERVISION RECEIVED FROM

Associate State 4-H Leader

RESPONSIBILITY FOR THE WORK OF OTHERS

In conjunction with the local MSU Extension District Director, the 4-H Staff Development Educator has primary responsibility for supervision of assigned 4-H Program Coordinators, including assisting with recruiting efforts, providing leadership for the initial training of new hires, as well as continued education and development of existing 4-H Program Coordinators. In partnership with the District Director, this position will coordinate workload, providing performance feedback, and refer employees to appropriate sources of information, addressing concerns and pursuing corrective/discipline options when necessary.

QUALIFICATIONS

- Master's degree from an accredited institution in a field of study related to education, human resources/staff development, youth development, experiential education or volunteerism;
- Demonstrated ability and skill in educational program planning, implementation and evaluation;
- 2 years' experience in coaching, training and mentoring;
- Ability to carry out all functions of staff development, remotely;
- Experience with marketing/promotion of educational programs;
- Strong interpersonal, oral and written communication skills;
- Experience and proven ability working productively with a team;
- Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management;
- Demonstrated success in program development and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences;
- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach;
- Demonstrated commitment to diversity and inclusivity in the area of recruiting, supervision and other employment-related matters;

- Understanding of and ability to implement Civil Rights principles and compliance standards;
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.;
- Ability to travel in local and surrounding communities and occasional long distance travel are required as a regular part of this position; transportation is the responsibility of the employee.

DESIRED QUALIFICATIONS

- 3-years' experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred);
- 1-year demonstrated ability to manage staff remotely.

FAIR LABOR STANDARDS ACT DESIGNATION

This position is exempt as defined under the FLSA.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.