



<b>Position Title:</b>	4-H SPIN Club Coordinator	<b>Category:</b>	AmeriCorps Service Member
<b>Host Site:</b>	Wexford County MSU Extension	<b>Site Supervisor:</b>	Kate King
<b>Stipend:</b>	\$3,725 (pre-tax) distributed bi-weekly	<b>Education Award:</b>	\$1,459.26
<b>Position Type:</b>	25 - 30 hours/week, 300 hours total	<b>Dates of Service:</b>	June 10 - September 13, 2024

**ROLE AND RESPONSIBILITY**

The 4-H SPIN Club Coordinator will be responsible for delivering SPIN club programming to area schools and/or community partners. Tasks will include:

- Plan and organize 4-H SPIN (special interest) clubs with volunteers that focus on mental, emotional, and physical health topics and utilize the 4-H SPIN Club guide, planning worksheet, and record of finances
- Recruit and engage youth new to 4-H in 4-H SPIN club programming
- Recruit and/or support volunteers who will provide guest programming or general support to your 4-H SPIN Clubs and associated activities
- Plan and host family engagement events to engage youth and their families in events associated with mental, emotional and physical well being.
- Collect data and submit reports to the Site Supervisor and to the 4-H HealthCorps Program Director
- Participate in 4-H HealthCorps, AmeriCorps, 4-H, and/or MSU Extension events as required or related to the above position description, professional development, or civic engagement.

**MINIMUM QUALIFICATIONS**

- At least 18 years of age
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Possess a high school diploma or GED equivalent.
- Pass the following checks: ICHAT, National Sex Offender Public Website, HireRight, FBI Fingerprinting, and any additional checks based upon State of Residence

**PREFERRED SKILLS**

- Experience working with diverse (multiple ages, ethnicities, religions, etc.) populations
- Excellent verbal and written communication skills
- Passion for for mental, emotional and physical well being
- Knowledge of youth development, volunteer recruitment and management
- Outgoing, confident and able to work in a fast-paced hybrid (virtual and in-person) environment

**WORK ENVIRONMENT**

This position is housed at Wexford County MSU Extension; 9600 E. 13th Street, Cadillac MI. Service will include virtual elements but programming will primarily be in-person. Members will receive office space at the Extension office and a computer. The member will need to have a secure and stable Internet connection especially for virtual elements. The program will provide training and support on navigating needed technology however, it is important that members are comfortable with technology and/or willing to learn. Members will be working with the community, as such they should expect to occasionally service nights and weekends.

**COMPENSATION**

Members will receive a living allowance of \$3,725 (pre-tax) to be distributed bi-weekly June 10 - September 13, 2024 as well as student loan forbearance for qualified loans. Members will serve 25 - 30 hours/week during this time. Upon successful completion of service, an education award in the amount of \$1,459.26 will be issued. Interested candidates should submit a resume and cover letter to Kate King at [kingka26@msu.edu](mailto:kingka26@msu.edu) by 4/26/2024.

**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. Persons with disabilities have the right to request and receive reasonable accommodations.**