

**MSU EXTENSION
CHILDREN AND YOUTH
INSTITUTE****Position Information****Position Title**

4-H Program Coordinator

Salary

\$40,000

BenefitsComprehensive benefits package:
<https://www.hr.msu.edu/benefits/index.html>**Location**

St. Joseph County, MI

To Apply**Current MSU Employees:**

Access the EBS portal. Under the My Career and Training section, select the Careers @ MSU tile to view Internal Job Postings.

External Applicants:Visit <http://careers.msu.edu>**Posting Number:**

710500

Application Deadline:

6/15/2021

Contact for Questionsmsue.hr@msu.edu**4-H Program Coordinator****Position Overview**

In this position, you will conduct direct programming with youth and adult audiences, recruit and train volunteers to conduct direct programming with youth and will gather and analyze data for impact evaluation efforts. You will work closely with MSU Extension (MSUE) leadership to develop and implement strategies for addressing local risk management issues in the areas of child safety, financial management, volunteer management and programming that is in alignment with MSU policies and procedures.

Operating independently, you will ensure that program delivery follows established guidelines and meets the goals set for reaching the desired number of youth, and you will be responsible for initiating efforts to expand MSUE programs to the unreached, including limited resource families, youth, minorities, and the disabled. Additionally, you will be responsible for communicating information about newly implemented and existing 4-H programs and activities (progress, objectives, target dates, problems addressed, etc.) to your supervisor, District Director and Institute leadership.

Working collaboratively, you will be responsible for preparation and submission of the county 4-H youth development program plan, annual report (ES-237) and other necessary reports. You will be provided with professional development to help you attain and retain program knowledge and delivery skills that will be useful as you engage in other responsibilities associated with your position, such as leading and advising local 4-H groups in securing and managing funds, and conducting regular, financial management training to 4-H councils, committees, clubs, etc. Through your work, you will create, promote and represent MSUE in activities, meetings, etc. in a manner that reflects collegial connection with the community, the research and knowledge of the University, and the goodwill of MSUE.

Office location for this position is negotiable. However, there will be space available to work from the St. Joseph County MSU Extension office.

Minimum Qualifications (see full description for complete list of requirements)

- Bachelor's degree and two years of experience in program development and management in 4-H or other youth development program.

Application Process

View full description and apply through the [MSU careers](#) page. **Search for posting 710500 using the Job Search field.**

Application deadline is June 15, 2021.