



**STATE 4-H MANAGEMENT BOARD
MANAGEMENT BOARD AREA DIRECTOR
Bay/Coast, Central, Northern or Southern Area
JOB DESCRIPTION**

General Description

The 4-H Management Board Area Director coordinates communication and decision-making between area and the State 4-H Management Board. The Area Director ensures that area needs and evaluated, assessed and reported back to the State 4-H Management Board. The Area Director ensures that their area is represented at the State Management Board meetings. The Area Director gives an area report to the Management Board, votes on action items, and reports information back to their area via preferred method of communication. The Area Director coordinates the efforts of the Area Committee and any related ad-hoc committee(s).

Objectives

1. Ensure effective management and operation of the area's 4-H programming.
2. Chair and oversee the Area Committee.
3. Represent the needs of their area when discussion and voting at the State Management Board Meetings.
4. Evaluate the local needs to help ensure that resources, trainings, and programs are developed at the area and statewide levels to meet the needs identified.
5. Prepare a written report to present at each Management Board meeting.
6. Communicate the State 4-H Management Board activities and action items to the area they represent.
7. Organize event committee(s) to coordinate and plan area events.
8. Work with the Vice Chair to develop a plan to expand and retain youth participation in all delivery modes.
9. Ensure that area programming is aligned with statewide goals and objectives.

Specific Skills

1. Ability to write reports, take notes, and present information back and forth between the State Management Board and the area.
2. Strong leadership skills.
3. Ability and enthusiasm to relate to and work with diverse youth and adults.
4. Enthusiasm, patience, understanding, and the ability to motivate youth and adults.
5. Ability to communicate effectively.
6. Good organizational skills.
7. Ability to resolve conflict in a timely manner.





8. An understanding or willingness to learn about the University of California, Division of Agriculture and Natural Resources (UC ANR), UC Cooperative Extension (UCCE) and statewide 4-H YDP mission and organizational structure, including the California 4-H Foundation, and communicate it to others.
9. Volunteers and youth must have been actively enrolled in the 4-H YDP for at least one year, prior to applying for the Area Director position.

Specific Responsibilities

1. Maintain active 4-H enrollment status as a youth member or 4-H volunteer.
*Youth members must be 16 years of age or older, as of December 31st of the previous 4-H program year.
2. Follow and abide by the 4-H Management Board Area Director Job Description.
3. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings.
4. Evaluate and address the needs of the Area represented.
5. Organize, recruit, and oversee each event committee formed for that area.
6. Work closely with the 4-H YDP staff.
7. Develop and manage a budget to support the Area, subject to approval by the State 4-H Management Board. Authority to re-budget between line items or recommend changes to the budget as needed, per Management Board approval.
8. Manage and maintain the area's equipment.
9. Communicate with the Area via preferred form of communication.
10. Keep the Area informed on upcoming activities, events, and opportunities.
11. Maintain a consistent presence at Area events and activities.
12. Serve as the chairperson of the Area Committee, and coordinate any related ad-hoc committees.
13. Attend scheduled orientation and training sessions for Directors.

Relationships

The 4-H Management Board Area Director is responsible to the Management Board Chair, and the Associate Director of 4-H Program and Policy. The Area Director works closely with the other Management Board Directors, as well as other adult volunteers, members and participants throughout the area. The Director will also collaborate with the County 4-H Offices within the area. Director orientation will be closely coordinated with the 4-H YDP staff to ensure 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 30 or more hours per month throughout the year would be required to do this job well.





Benefits

- Learn new skills and strengthen job skills
- Resume building
- Grow personally and professionally
- Positively contribute to the youth of California

Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the State 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the State 4-H Management Board).
3. Equipment necessary to carry out the essential duties of this position (subject to funding and approval by the State 4-H Management Board).
4. Participation in one professional/volunteer development opportunity pertaining to Director work will be paid (subject to funding and approval by the State 4-H Management Board).
5. Travel to and from State Management Board and Committee meetings.

Term of Appointment

The Area 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 4-H Management Board Area Director.

Applicant's Signature

Date

Associate Director of 4-H Program and Policy

Date

The University of California, Division of Agriculture & Natural Resources (ANR) prohibits discrimination or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.org/sites/anrstaff/files/107734.doc>). Inquiries





regarding ANR's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, One Shields Avenue, Davis, CA 95616, (530) 752-0495

