



## University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

### University of California Agriculture and Natural Resources Monterey County

#### Military 4-H Program Representative

#### Position Available

<b>Job Title</b>	Program Representative I
<b>Work Address</b>	UCCE Monterey County 1432 Abbott Street Salinas, CA 93901
<b>Department Contact</b>	Lynn Schmitt-McQuitty
<b>Contact Phone</b>	831-637-5346 x 12
<b>Contact email</b>	<a href="mailto:lschmittmcquitty@ucanr.edu">lschmittmcquitty@ucanr.edu</a>
<b>Appointment Type</b>	Staff-Limited
<b>Work Hours</b>	8 hours per week (varies Monday – Friday)
<b>Salary</b>	\$15.98 per hour
<b>Percentage of Time</b>	20% through September 30, 2014

#### Conditions of Employment

- Candidate must possess a valid California's Driver's license to be able to drive County vehicle.
- Must complete and clear the California Department of Justice Live Scan fingerprinting process

#### Job Function Summary

Under the supervision of the Youth Development Advisor, the 4-H Military Program Representative will provide assistance and guidance to the 4-H programs located on the Army and Navy installations in Monterey County. This position will serve to bridge the gap between the Monterey County Community 4-H Club program and 4-H programs at Porter Youth Center in the Monterey Presidio and the Teen Tech Connection at the Naval Post Graduate School, and to deliver experiential and inquiry based science programs to the youth members at these installations.

**Proposed Duties**

Item	Function	%	Duties	Essential?
1	Train Military program staff and prepare and deliver experiential and inquiry based programs.	45	<ol style="list-style-type: none"> <li>1. Review curricula to build understanding of materials;</li> <li>2. Shop for materials and supplies;</li> <li>3. Deliver a minimum of 3 curricula with 6 hours of education per curricula for each 4-H military site.</li> <li>4. Work with 4-H military members, volunteers and staff to establish a set schedule for attending their facility to deliver the 4-H military program on a weekly basis;</li> <li>5. Conduct 4-H orientation (4-H 101) with military staff and volunteers at each of the installations.</li> </ol>	Yes
2	Collaborate with Monterey County 4-H Community Club Program Representative to build partnerships between the regular 4-H program and the Military 4-H program.	20	<ol style="list-style-type: none"> <li>1. Promote 4-H Community Club program opportunities (Presentation Day, Project Field Day, Summer Camp) with 4-H military program;</li> <li>2. Coordinate 4-H Community Club members to partner with 4-H military clubs to do project demonstrations and activities.</li> </ol>	Yes
3	Complete Reporting Requirements	15	<ol style="list-style-type: none"> <li>1. Write 4-H Delivers stories;</li> <li>2. Maintain enrollment and participation data to complete Group Enrollment Forms;</li> <li>3. Provide summative program evaluation on accomplishments and challenges, specifically:               <ol style="list-style-type: none"> <li>a. What accomplishments have the Military 4-H club grant projects in your county made?</li> <li>b. What impacts has the Military 4-H club grant project had on 4-H in your county?</li> <li>c. What challenges have you experienced with the Military 4-H club project? 4-H club project.</li> </ol> </li> </ol>	Yes

4	Work with 4-H Military clubs to establish community service projects.	10	1. Establish community service projects completed in support of “ <i>Month of the Military Child</i> ”, and 4-H Military-themed field days.	Yes
5	Promote accomplishment of AA goals established by DANR	10	<ol style="list-style-type: none"> <li>1. Promote in all ways consistent with other responsibilities of the position, accomplishment of the affirmative action goals established by the Division of Agriculture and Natural Resources by: <ol style="list-style-type: none"> <li>a. Planning and attending meetings as needed to fulfill program needs and objectives;</li> <li>b. Portraying positive attitudes and support of University policy and directions;</li> <li>c. Leading by example; Exhibiting speech, dress and conduct that exemplify leadership and represent the University and 4-H Youth Development Program in a positive, professional accomplishment of light;</li> <li>d. Analyzing the impact of alternative solutions;</li> </ol> </li> <li>2. Gathering information, identifying relevant factors and key issues, consulting with other staff as appropriate, and making recommendations;</li> <li>3. Meeting routinely with the Youth Development Advisor to plan, discuss and review 4-H military program needs and directions;</li> <li>4. Respond to specific requests in a timely and complete manner and follow University or other special circumstance policy and guidelines related to attendance or other issues;</li> <li>5. Communicate to build support and relationships, initiating communication to prevent problems, seeking clarification and provide direction, practicing and modeling</li> </ol>	Yes

			active listening, facilitative behavior and solution oriented communication.	
6	Non-Essential Functions	0	No more than 5-10% of the functions/tasks may be reassigned at any one time.	Yes

### Job Requirements

1. Extensive experience and/or education working with 4-H youth and/or other youth organizations and experience in working with adult volunteers required.
2. Course work in personnel management, youth development, program development, program management, community service, adult education is highly desirable.
3. Good oral and written communication skills are essential. Fluency in Spanish is an asset, but not required.
4. Ability to operate a computer and other office equipment such as copier, fax, AV equipment. Knowledge of software programs such as Microsoft Office suite.

### Contact

Lynn Schmitt-McQuitty  
Youth Development Advisor  
831-637-5346 x 12  
[lschmittmcquitty@ucanr.edu](mailto:lschmittmcquitty@ucanr.edu)



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