CSU Extension Job Description Template		
Employee Name	Supervisor's Name	
Julia Hurdelbrink	Tom McBride	
Primary County/Area of Responsibility (home base) Adams County	Title of position (check all that apply),	
Program Area(s) of Responsibility: (check all that apply) Family and Consumer Science Agriculture Horticulture Natural Resources X 4-H Youth Development Sustainable Community Development Emphasis area (ie. Nutrition, Agronomy)	Program Associate X Extension Agent Area Extension Agent Regional Specialist Other with County Director responsibilities with Area Director Responsibilities	
Multi County Cluster (list counties) Adams County, Weld County, Larimer County, Boulder County		
Program Area(s) of Responsibility within Cluster 4-H Youth Development (Family and Consumer Science Projects, Creative Cooks, Cloverbuds, Consumer Choices contest)		
Position Summary (brief statement of the overall function and purpose of the position) As a member of the 4-H Youth Development team, this individual will provide leadership, guidance,		
organization, management and educational opportunities to the 4-H youth development program in Adams County. As the lead 4-H agent, this individual will have primary responsibility for overall leadership of the 4-H club program, including screening, training, orienting and managing 4-H volunteers as well as the programmatic responsibility for the 4-H table top project area and the Cloverbud program.		
Job Responsibilities/Specific Duties (please list in bullet form in order of your time commitment to each duty. Include responsibilities that require 5+% of your time). Expand this space as necessary. (Note: start all bullets with a verb.) • As the lead 4-H agent, provide leadership and supervision for the 4-H traditional and Cloverbud programs through clubs, committees and activities • Work as a team member to coordinate the Adams County club program, including development, implementation, and evaluation of educational programs that support the		
 growth and development of life-skills for yout Support youth and adult leadership development with and developing the 4-H Members Counciling General Committees to cover the program are leadership opportunities through contest relations. Oversee the Cloverbud Program. Develop, impenhance life-skill development for the Cloverbush. 	th and adult participants nent within the 4-H program by working il, 4-H advisory committee and the FCS and leas related to them. Provide additional ted committees. Iplement and evaluate programming to	20% 15%
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•	As a member of the 4-H team, provides leadership and support for an active, adult and
	youth volunteer based program including volunteer recruitment, selection, orientation,
	education and training, motivation, evaluation, recognition and support.

15%

 Organize, coordinate and implement traditional club program activities, including Project related workshops, Achievement Banquet, Creative Cooks Contest, Speech and Demonstration Contest, Performing Arts Contest, Cake Decorating Contest, Consumer Choices Contest, Consumer Bowl Contest, Cloverbud Camp, Fashion Revue, Interview Judging at the County Fair, State Fair

50%

- Actively participate in one or more Extension work teams as a member to provide youth development expertise for program development, delivery and e valuation efforts statewide
- Provide input and support for school enrichment and outreach programs for youth in areas of expertise
- Maintain effective communication with Colorado State University personnel, community leaders and other agencies/organizations to enhance strong program development, delivery and evaluation.
- Seek out and manage external funding/donations to support programming efforts
- Provide leadership and assistance with other activities as assigned by Extension
- Assure compliance with civil rights and affirmative action policies

Additional characteristics to be considered in order to be successful in multi-county efforts (availability of technology, distances, terrain, availability of high speed internet, population, ethnic and economic diversity, specialties of others in your cluster, etc.). (optional)



NOTE: Copies of this approved job description to be provided via email to immediate supervisor, regional director, and Assistant Director, Operations.