



**Humboldt County 4-H Youth Development Program
4-H MANAGEMENT TEAM
INCENTIVES AND RECOGNITION DIRECTOR
POSITION DESCRIPTION**

General Description

The 4-H Management Team Incentives and Recognition (I&R) Director is a middle manager and provides leadership to and coordinates the awards program for the Humboldt County 4-H Youth Development Program (YDP). The Director is responsible for organizing a committee that leads training events related to record books, incentives and recognition for both youth and adult volunteers. The I&R Director coordinates the I&R Committee and any related ad-hoc committee(s).

Objectives

1. In collaboration with the 4-H YDP Staff.
 - a. To build and lead an I&R Committee that supports the program vision and plan.
 - b. To conduct trainings and other education and outreach to ensure competitive and recognition programs are available and publicized to all 4-H members and adult volunteers.
2. To identify and create new methods of recognizing 4-H members and adult volunteers, of 4-H YDP.
3. To ensure recognition and competitive programs follow the principles of positive youth development, are open and fair to all, and meet the needs of youth in the county.
4. To analyze and evaluate existing competitive and recognition programs to ensure they follow the principles of positive youth development and 4-H YDP policies.
5. To stay informed of new developments in the State 4-H I&R Program and associated policies and make adjustments to the county I&R Program.

Specific Skills

1. An understanding of the 4-H YDP, especially the incentives and recognition program.
2. Interest in administrative and management functions and tasks relating to incentives and recognition.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to communicate effectively.



4-H Management Team

Incentives and Recognition Director

Position Description

7/2015

University of California
Agriculture and Natural Resources



7. Good organizational skills.
8. An understanding of or the willingness to learn about the 4-H Management Team, Program Development Team, Director and Key Leader concepts in the county and the ability to communicate it to others.
9. Become a 4-H Adult Volunteer prior to serving as a Program Management Team Director.

Specific Responsibilities

1. Follow and abide by the 4-H Management Team I&R Director Position Description.
2. Provide leadership to and manage the 4-H Youth Development I&R Program. Ensure the program is consistent with the 4-H Policy Handbook, [Chapter 13: Incentives and Recognition](#).
3. In collaboration with the I&R Committee:
 - a. Develop and oversee the I&R budget subject to approval by the Management Team.
 - b. Re-budget between line items or change budget as needed given the budget remains within the amount allocated.
 - c. Lead training events related to record books, including use of the 4-H Online Record Book, incentives and awards, and Thrive surveys.
 - d. Adequately recognize adult volunteers, clubs, projects and All-Stars.
4. Serve as an active member of the 4-H Management Team and attend regularly scheduled meetings (at least 4 per year).
 - a. Help to carry out the responsibilities of the Team.
 - b. Serve as an important link between the 4-H Management Team and the I&R Committee and any related ad-hoc committee(s). Keep the Team informed by giving reports as to their plans, what they are doing and how they are functioning.
5. Serve as the chairperson of the I&R Committee. As chairperson, be responsible for:
 - a. Operation of the I & R committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
 - b. Providing leadership for the development, implementation, monitoring and evaluation of a dynamic I&R program.
 - c. Providing leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members or junior/teen leaders in the I&R program.
 - d. Ensuring that any fundraising activities to support the I&R program are coordinated with the Fundraising Director and within the confines of the overall fund development plan.
 - e. Special emphasis on Affirmative Action/Outreach.
6. In collaboration with 4-H YDP staff recruit, select and orient the I&R committee members.
7. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and



4-H Management Team

Incentives and Recognition Director

Position Description

7/2015

University of California
Agriculture and Natural Resources



adhered to, and the committee is functioning according to the instructions provided to them by the Management Team.

8. Work closely with the 4-H YDP staff and 4-H Office.
9. Attend scheduled orientation and training sessions for Management Team Directors.

Relationships

The I&R Director is responsible to the 4-H Management Team and the 4-H YDP staff. The Director, as a member of the 4-H team, cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. Director orientation will be closely coordinated with the 4-H YDP to assure compliance with 4-H and University policies.

Type of Position

Volunteer

Time Involved

The time needed to do the position varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this position well.

Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the 4-H Management Team).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Team).
3. Annual appointment calendar.
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Such conferences may include:
 - a. State 4-H Leaders' Forum
 - b. Western Regional 4-H Leaders' Forum

Type of Position

Volunteer; no direct salary

Term of Appointment

The Incentives and Recognition 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



4-H Management Team Incentives and Recognition Director Position Description 7/2015

University of California
Agriculture and Natural Resources



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 position description, and I am willing to volunteer and to serve in the capacity of the Incentives and Recognition Director.

4-H Adult Volunteer (Print)

(Signature)

Date

4-H YDP Staff (Print)

(Signature)

Date

County Director, Humboldt (Print)

(Signature)

Date

This document was developed by the State 4-H Office and the Humboldt County Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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