



**Humboldt County 4-H Youth Development Program
4-H MANAGEMENT TEAM
PLANNING, POLICIES AND PROCEDURES DIRECTOR
POSITION DESCRIPTION**

General Description

The 4-H Management Team Planning, Policies and Procedures Director is to be filled by a County Level 4-H Youth Development Program (YDP) Staff (Program Representative, Advisor, or County Director) and serve on the Management Team.

Objectives

1. To support the 4-H YDP vision and plan.
2. To ensure all 4-H YDP activities and events adhere to existing County and State 4-H YDP Planning, Policies and Procedures.
3. To assist the Management Team in the development of and amendments to the County Constitution and Bylaws and ensure compliance with State level Planning, Policies and Procedures.
4. To stay informed of new Planning, Policies and Procedures at the State level.
5. To advocate on behalf of the county 4-H YDP.

Specific Responsibilities

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Follow and abide by the State 4-H YDP Planning, Policies and Procedures.
3. Work with the Management and Program Development Teams and Committees to ensure adherence to County and State 4-H YDP Planning, Policies and Procedures.
4. Strong leadership and organizational skills.
5. Ability to communicate effectively.
6. An understanding of or the willingness to learn the 4-H Management Team, Program Development Team, Director and Key Leader concepts in the county and the ability to communicate it to others.

Relationships

The Planning, Policies and Procedures Director is responsible to the County and State level 4-H YDP. The Director cooperates with the other Directors and Key Leaders in the county.

Time Involved

The time needed to do the job 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-H Management Team

Planning, Policies and Procedures Director

Position Description

7/2015

University of California
Agriculture and Natural Resources



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

Term of Appointment

The 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 position description, and I am willing to volunteer and to serve in the capacity of the Recruitment 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 and Humboldt County 4-H Offices. It is based on materials developed by the Humboldt County Future's Task Force, Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Louis Obispo & Santa Barbara Counties, and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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