



**Humboldt County 4-H Youth Development Program
4-H MANAGEMENT TEAM
RECRUITMENT DIRECTOR
POSITION DESCRIPTION**

General Description

The 4-H Management Team Recruitment Director is a middle manager and provides leadership to and coordinates the Recruitment activities for the Humboldt County 4-H Youth Development Program (YDP). The Recruitment Director coordinates the Recruitment Committee and any related ad-hoc committee(s).

Objectives

1. To build and lead an Recruitment Management Committee that supports the program vision and plan.
2. To advocate on behalf of the county 4-H YDP.
3. To develop, in coordinate with the Visibility Committee, an Recruitment outreach plan.
4. To lead the development, coordination and direction of activities to: a) create and maintain an Recruitment database, b) encourage and increase Recruitment involvement, c) create a 4-H network, d) address traditions of 4-H, and e) document the history of the county 4-H YDP.
5. To stay informed of new developments from National 4-H Council, USDA/NIFA or the State 4-H Office related to Recruitment relations and utilize information to enhance county activities.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks relating to the Recruitment Directorship and Committee.
3. Strong leadership skills.
4. Comfortable networking with individuals and organizations.
5. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
7. Ability to communicate effectively.
8. Good organizational skills.
9. 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.
10. Become a 4-H Adult Volunteer prior to serving as a Director.

Specific Responsibilities

1. Follow and abide by the 4-H Management Team Recruitment Director Position Description.
2. Provide leadership to and manage the Recruitment efforts of the county 4-H YDP.
3. In Collaboration with the Recruitment Committee:
 - a. Collect data and analyze existing Recruitment efforts for effectiveness and to ensure Recruitment youth, adults, and families are contacted.



4-H Management Team Recruitment Director Position Description 7/2015

University of California
Agriculture and Natural Resources



- b. Develop and oversee the Recruitment budget subject to approval by the Management Team.
 - c. Make necessary adjustments to the budget, such as re-budget between line items or change budget, given the budget remains within the amount allocated.
 - d. Provide external communications with media and internal communications with members, participants, adult volunteers and staff to outreach to 4-H Recruitment.
 - e. Develop a 4-H Recruitment network to meet the needs of the friends and families of the 4-H YDP.
 - f. Examine traditions and history of 4-H to guide current and future efforts of the 4-H YDP.
4. In collaboration with 4-H YDP Staff and the County Director recruit, select and orient the Recruitment Committee members.
5. 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 Recruitment Management 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.
6. Serve as the chairperson of the Recruitment Committee. As chairperson, be responsible for:
 - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
 - b. Ensuring that any fundraising activities to support Recruitment activities are coordinated with the Fundraising Director and within the confines of the overall fund development plan.
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 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 and Office staff.
9. Attend scheduled orientation and training sessions for Directors.

Relationships

The Recruitment Director is responsible to the 4-H Management Team and the 4-H YDP. The Director 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. The Recruitment Director is expected to network, collaborate and cooperate with the community, the 4-H Foundation, and county level 4-H staff. Director orientation will be closely coordinated with the 4-H YDP staff to assure 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 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).



4-H Management Team Recruitment Director Position Description 7/2015

University of California
Agriculture and Natural Resources



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:

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 4-H Office and Humboldt County 4-H Staff. 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.

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.

