STATE 4-H MANAGEMENT BOARD
NORTHERN AREA DIRECTOR JOB DESCRIPTION

General Description

The 4-H Management Board Northern Area Director is a 4-H youth member or adult volunteer who has the overall responsibility for the development and delivery of programs, events and activities in the Northern area. The Area Director functions as a critical link between the Management Board, State 4-H Advisory Committees and event committees. The Northern Area Director ensures that area needs are evaluated, assessed and reported back to the State 4-H Management Board, and represents the area on the Management Board. The Area Director coordinates the efforts of the Northern Area Committee and works with chairpersons of event committees in the Northern area, as well as any related ad-hoc committee(s).

Objectives

1. Ensure effective management and operation of the area's 4-H programming.
2. Strengthen the educational quality of the 4-H YDP, events and activities in the Northern area.
3. Develop a plan to expand opportunities and retain youth participation in all delivery modes, events and activities in the area.
4. Represent the needs of the area on the State 4-H Management Board.
5. Evaluate the local needs to help ensure that resources, trainings, and programs developed at the area and statewide levels meet the needs identified.
6. Chair and oversee the Northern Area Committee.
7. Organize event committee(s) to coordinate and plan area events.

Specific Skills

1. Experience developing, coordinating, and/or implementing high-quality educational programming.
2. Strong leadership skills.
3. Enthusiasm, patience, understanding, and the ability to motivate youth and adults through youth-adult partnerships
4. Ability and enthusiasm to relate to and work with diverse youth and adults.
5. Ability to communicate effectively.
6. Good organizational skills.
7. Ability to resolve conflict in a timely manner.
8. An understanding or willingness to learn about the University of California, Agriculture and Natural Resources (UC ANR), UC Cooperative Extension (UCCE) and statewide 4-H YDP mission and organizational structure, including the California 4-H Foundation, and communicate it to others.
9. Youth members and adult volunteer must have been actively enrolled in the 4-H YDP for at least one year before applying for the position.

Specific Responsibilities

1. Maintain active 4-H enrollment status as a youth member or adult volunteer. Youth members must be 16 years old by July 1 of the program year.
2. Follow and abide by the 4-H Management Board Northern Area Director Job Description.
3. Upon selection as the Northern Area Director, provide leadership to support the transition of sectional events and activities in the area to the Management Board working with the Implementation Team and sectional and state councils.
4. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings.
5. Evaluate and address the needs of the area represented.
6. Ensure that area programming is aligned with statewide goals and objectives.
7. Work closely with the State 4-H Office staff, State 4-H Advisory Committees, and UC ANR Workgroups and Program Teams in the development and delivery of programming, events and activities to leverage content expertise and resources within the system.
8. Work closely with the 4-H YDP staff.
9. Develop and manage a budget to support the Northern Area, subject to approval by the State 4-H Management Board. Authority to re-budget between line items as needed.
10. Manage and maintain the area's equipment.
11. Communicate with Northern area via preferred form of communication.
12. Work with the Secretary to keep the Northern area informed on upcoming activities, events, and opportunities.
13. Maintain a consistent presence at area events and activities.
14. Serve as chairperson of the Northern Area Committee, and coordinate any related ad-hoc committees.
15. Organize, recruit, and oversee each event committee formed for the area.
16. Attend scheduled orientation and training sessions for Directors.

Relationships

The 4-H Management Board Northern Area Director is responsible to the Management Board and the Associate Director of 4-H Program and Policy. The Northern Area Director works closely with the other Directors, Management Board Committees, event committees, State 4-H Advisory Committees, UC ANR Program Teams and Workgroups, 4-H YDP staff, as well as other adult volunteers, members and participants throughout the area. The Director will also collaborates with the County 4-H Offices within the area. Director orientation will be closely coordinated with the 4-H YDP staff to ensure compliance with UC/4-H program priorities and policies.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 15-20 hours minimum per month throughout the year would be required to do this job well.

Benefits

- Learn new skills and strengthen job skills
- Resume building
- Grow personally and professionally
- Positively contribute to the youth of California

Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the State 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the State 4-H Management Board).
3. Equipment necessary to carry out the essential duties of this position (subject to funding and approval by the State 4-H Management Board).
4. Participation in one professional/volunteer development opportunity pertaining to Director work will be paid (subject to funding and approval by the State 4-H Management Board).
5. Travel to and from State 4-H Management Board meetings, Committee meetings and Area events and activities.

Term of Appointment

Youth members serve a one-year term and adult volunteers serve a two-year term, with eligibility to apply for reappointment to another 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 job description, and I am willing to volunteer and to serve in the capacity of the State 4-H Management Board Northern Area Director.

_____ _____
Northern Area Director Date

_____ _____
Associate Director of 4-H Program and Policy Date

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at http://ucanr.edu/sites/anrstaff/files/215244.pdf). Inquiries regarding ANR's nondiscrimination policies may be

directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.