

## State Record Book Competition Coordinator Position Description

### General Description

California 4-H strives to provide healthy and positive incentives and recognition programs that help members develop essential life skills. The role and performance of the State Record Book Competition Coordinator can have a positive effect on both the youth members competing and those who volunteer as evaluators.

The volunteer who is selected for the Record Book Competition Coordinator role is expected to serve as a representative and partner of the University of California 4-H State Office.

### Qualifications

Current 4-H adult volunteer at least 18 years old, in good standing with their county, who has:

- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies
- At least 3 full program years of volunteerism in the California 4-H Youth Development Program
- At least 1 full program year of experience on the Statewide Incentives & Recognition Advisory Committee
- Experience serving as an evaluator for the State Record Book Competition for at least 2 years OR experience coordinating a county-level Record Book competition
- The ability to delegate tasks to other 4-H adult volunteers and youth members
- Commitment to complete all agreed upon duties and assignments
- Regular access to a dependable internet connection for communication purposes
- Excellent understanding and ability to use current technology and online communication tools (Microsoft Word, Excel, Zoom, Text, Email, etc)

### Essential Functions

The State Record Book Competition Coordinator must have the physical, emotional, and cognitive ability plus strength and endurance to:

- visit the 4-H State Office in Davis, CA as needed
- meet deadlines and follow a strict timeline
- interact verbally and in writing with adults and youth in a variety of situations
- present in front of a groups of people, both remotely and in-person
- make judgments to avoid potential conflicts of interest

## Duties

The State Record Book Competition Coordinator:

- Develops competition materials, timelines and communication strategies
- Posts to website, newsletter, Facebook and other communication outlets
- Hosts meetings, webinars, and conference calls
- Provides training for evaluators
- Notifies and communicates processes to county 4-H YDP staff regarding State Competition
- Manages the secure competition file box using a UC Davis box.com account
- Recruits and assigns evaluators to teams then assigns Record Books to each team
- Coaches, supports and assists all evaluators remotely during the competition cycle to ensure progress is made
- Collects scores from each group of evaluators checks for inconsistencies
- Evaluates books that have discrepancies between evaluators or have other issues
- Authority to disqualified a book, based on specific and limited criteria
- Makes a final determination on which books receive Participation, Merit, Medalist, and Winner awards
- Disseminates competition result information to the State Office and county 4-H YDP staff

## Relationships

The State Record Book Competition Coordinator builds relationships with:

- Statewide Incentives & Recognition Advisory Committee
- I & R Advisory Committee Co-Chairs, Gemma Miner & Sarah Lloyd
- Youth, volunteers, and staff who volunteer their time as evaluators
- UCCE 4-H staff and/or academics

## Time required

The State Record Book Competition Coordinator position will require approximately 200 hours of volunteer commitment, as follows:

July – October: 75 hours for start up, organizing, communication, recruiting evaluators, receiving and screening books

November – December: 75 hours for competition management

January: 50 hours for recording keeping, awards, notifications, processing appeals

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