



UNIVERSITY  
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*Many Traditions One Alaska*

## **Position Job Duties**

### **531336\_4-H Program Coordinator-Anchorage**

60% Serve as the Anchorage District 4-H Positive Youth Development Contact:  
Serve as a bridge and liaison between 4-H families and our community and state.  
Lead youth development program by planning, organizing, implementing and evaluating the Anchorage 4-H program.

Work with 4-H families and local organizations for collaborative programming and other experiential learning opportunities for participants, including on the Joint Base Elmendorf-Richardson installation.

#### **Member Recruitment and Retention**

Coordinate district 4-H Council and keep apprised of any UAF issues, keeping them within the boundaries of policy and procedures.

Monitor behavior and performance and with guidance from program administration, resolve conflicts.

Mentor leaders and youth in record keeping, online 4-H duties, program requirements, project requirements, etc.

Comply with UA Protection of Minors regulations to cultivate safe youth development district programs.

Coordinate, recruit and monitor participants.

Implement positive youth development curriculum in the district through partnerships.

Comply with Alaska Positive Youth Development Program Procedures

Oversee a state 4-H program.

#### **25% Volunteer Recruitment and Retention**

Coordinate, recruit and monitor volunteers and participants.

Within defined guidelines, develop, modify, and/or customize training/program course materials that are narrow in scope for volunteer training. Implement and deliver course materials and lesson plans.

Interview and perform vetting for all club leaders.



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Monitor behavior and performance and with guidance from program administration, resolve conflicts.

Mentor leaders and youth in record keeping, online 4-H duties, program requirements, project requirements, etc.

Comply with UA Protection of Minors regulations and UAF Civil Rights manual to cultivate a safe and welcoming environment for youth development district programs.

10% Prepare and maintain records by:

Ensure compliance with university finance processes, administrative regulations, and safety protocols.

Maintain records of extension volunteers and advisory committee members.

Monitoring assigned budget and processes.

Oversee district 4-H Zsuites data system.

Track impact of programs through evaluations.

Develop and submit reports

Ensure club fundraising follows UA protocols.

Coordinate with UAF Risk services on any special insurance needed for various community events involving youth.

Monitor enrollment, program fees, dues paid, etc.

5% Maintain Positive Media Presence:

Create consistent posts on social media.

Maintain consistent communications with partners through newsletters, Apps, etc.

Developing written materials such as newsletter, newspaper, social media, website articles, etc.

Maintain current district web page

Maintain district programming calendar

Create radio PSAs

Work with the IANRE communications office to comply with branding requirements and consistent messaging.

Travel as needed to state events.