AWARDS & RECOGNITION COORDINATOR
JOB DESCRIPTION

General Description
The Awards & Recognition Coordinator provides leadership to and coordinates the awards program for the Tuolumne County 4-H Youth Development Program. This includes establishing training opportunities for members and leaders, developing a framework and timeline for record book completion, judging and awards, and coordination of any additional awards which are part of the Tuolumne County 4-H program. These include recognition of members, leaders, projects, clubs, and groups. The Coordinator is responsible for establishment and leadership of the Awards and Recognition Committee.

Objectives
1. To establish and lead the Awards and Recognition Committee, composed of youth members and adult leaders, to support the Tuolumne County 4-H awards program.
2. To ensure recognition and competitive programs follow the principles of positive youth development and 4-H YDP policies, are open and fair to all, and meet the needs of youth in the county.
3. To conduct trainings and other education and outreach to ensure recognition programs are available and publicized to all 4-H members and adult volunteers.
4. To stay informed of new developments in the State 4-H Incentives and Recognition Program and associated policies and make adjustments to the county awards and recognition programs as necessary.
5. To plan and coordinate county record book judging, high school scholarships, the Emerald Star program, All Star and Leadership Team selection, and the annual Achievement Night awards event.
6. To identify and create new methods of recognizing members, volunteers, and groups.

Specific Skills
1. An understanding of the 4-H program at the county, sectional and state levels, especially the awards and recognition program and the ability to communicate it to others.
2. Interest in volunteer management tasks relating to awards and recognition.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Good organizational skills.
9. Must be an enrolled and approved 4-H Adult Volunteer prior to serving as a Coordinator.
Specific Responsibilities

1. Follow and abide by duties listed in this Job Description.
2. Provide leadership to and manage the Tuolumne County 4-H awards program. Ensure the program is consistent with California state 4-H policies.
3. Develop and oversee the awards budget subject to approval by Leaders Council.
4. Lead training events related to recognition and awards, including the use of current electronic record keeping methods.
5. Coordinate the 4-H scholarships with local high schools.
6. With Leaders Council and 4-H program staff, coordinate the Emerald Star program and the selection of the All Star and Leadership Teams and team advisors.
7. Coordinate other awards and recognition as needed.
8. Serve as an active member of Leaders Council and attend regularly scheduled meetings as needed.
   a. Help to carry out the responsibilities of the Council.
   b. Serve as an important link between the 4-H Leaders Council and the Awards & Recognition Committee and any related ad-hoc committees. Keep the Council informed with reports about current activities and plans.
9. Serve as the chairperson of the Awards & Recognition 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. Recruitment, selection and orientation of committee members.
   c. Development, implementation, monitoring and evaluation of the awards program.
   d. Providing leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members and Junior/Teen leaders in the awards program.
   e. Ensuring that any fundraising activities to support the awards program are coordinated with the Resource Development Coordinator and meet the guidelines and policies established by Leaders Council and Tuolumne County 4-H.
   f. Assuring the Tuolumne County 4-H awards program is open to and inclusive of all enrolled youth and adult participants.
10. Work closely with the Tuolumne County 4-H program staff.
11. Attend scheduled orientation and training sessions for Leaders Council officers.

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 job well.

Term of Appointment

The Coordinator 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 job description, and I am willing to volunteer and to serve in the capacity of the Awards & Recognition Coordinator.

______________________________  ________________
4-H Adult Volunteer              Date
Awards & Recognition Coordinator