



4-H Youth Development Program Representative

Santa Rosa, CA

Req 20160012

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Under the general supervision of the 4-H Youth Development Advisor, and the co-supervision of the Assistant Director for 4-H Diversity and Expansion, the 4-H Program Representative (PR) II helps the community and supports the education of Latino youth through assisting with the design, implementation, and evaluation of culturally responsive educational youth programs in partnership with Latino communities. As such, a candidate who is bilingual in Spanish is required. In collaboration with the Advisor and Assistant Director, the PR assesses interests, resources, and needs of Latino youth and families; attends, coordinates, and delivers training; implements programs to increase the participation of Latino youth in the 4-H Youth Development Program; implements marketing campaigns and recruits, trains, and supports community Latino volunteers to assist in the delivery of educational programs to youth; conducts evaluations; and disseminates programs and achievements.

This position will promote, in all ways consistent with other responsibilities of the position, the affirmative action goals established by the Division and the statewide 4-H Youth Development Program policies and procedures.

Program Representative job duties will include:

- Collaborate with local communities, county staff, advisors, the Assistant Director for 4-H Diversity & Expansion, and other UC academics and campus faculty (if applicable) on the design and delivery of new, innovative, and culturally responsive programs using a variety of educational methods that respond to the local Latino population interests and needs.
- Coordinate and deliver training for 4-H adult volunteers, 4-H club leaders, and 4-H staff to support diversity, inclusion, and positive youth development practices.
- Assist in identifying barriers to Latino youth and family participation in 4-H, as well as proposed solutions to them.
- Participate in community outreach events, community collaborative, and/or educational events to promote the 4-H Youth Development Program.
- Recruit multicultural volunteers and club leaders through the community, organizations, and businesses.
- Collaborate in the development of professional development workshops for 4-H personnel and technical reports aimed at youth serving practitioners and general public based on research findings.
- Ensure 4-H members, families, volunteers, and 4-H units comply with University and 4-H Youth Development Program policies and procedures.
- Assist 4-H community clubs with outreach efforts to ensure compliance with affirmative action requirements and to expand and diversify youth and adult volunteer club membership.

Job Requirements

- Associate degree in related areas and/or equivalent experience/training.
- Excellent written and verbal communication skills in both English and Spanish to conduct programs for Latino youth and families.
- Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment, especially the Latino community.
- Ability to develop networks and community partnerships.
- Experience working with traditional and social media.
- Organizational skills and ability to meet numerous established deadlines.



- Computer skills in Windows 7 environment utilizing Microsoft Office 2010 (i.e., Word, Excel, PowerPoint, and Publisher).
- Administrative skills to manage day-to-day operations (answering inquiries, maintaining schedules, generating reports, logging procedures, etc.)
- Ability to recruit, train, work with, and evaluate volunteers.
- Theoretical knowledge of community youth development or a related field or the equivalent years of experience in youth work.
- Ability to evaluate community educational programs.
- Familiarity with 4-H youth programming.
- Experience or general knowledge with school districts' policies & insurance requirements.

Work Hours

Monday through Friday, 8:00am - 5:00pm

Evening and weekend availability for recruitment, program delivery, and event opportunities on a schedule determined by the needs of the program.

Special Conditions of Employment

- Travel outside of normal business hours.
- Must possess valid California Driver's License to drive a County or University vehicle. Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required. Reimbursement for job-related travel is available and according to University policies.
- Employment is contingent upon successfully clearing the FBI/DOJ background check both from the Department of Justice and the FBI, prior to the first day of UC employment.
- California law requires certain individuals to report known or suspected child abuse or neglect. This position is identified as a "mandated reporter" because of its association with youth. The complete statute can be found online at:
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3>
- As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.

To apply, please visit: <https://jobs.ucop.edu/applicants/Central?quickFind=59133>

Apply by February 02, 2016 to assure full consideration.