

**UCCE PLACER COUNTY 4-H
DIRECTOR OF PROGRAM DEVELOPMENT
MANAGEMENT BOARD ROLE DESCRIPTION**

General Description

The 4-H Management Board Director of Program Development is a middle manager and provides leadership to and coordinates efforts of the Program Development Board. The Program Development Board is composed of the Key Leaders of specific programmatic areas. The Director of Program Development is responsible for two way communication between the Management Board and the Program Development Board.

Key Responsibilities

1. Chairs the efforts of the Program Development Board.
2. Coordinates annual planning of Key Leaders and their respective Program Development Committees (PDCs) including budget, committee recruitment, marketing, implementation and evaluation of activities.
3. Communicates and facilitates planning, development and reporting between the Management Board and PDCs.

Qualifications:

- Current 4-H adult volunteer or senior member in good standing, who has:
 - A passion for program planning, and organization.
 - Completed enrollment or required state and local courses for adult volunteers if applicable.

Essential Knowledge, Skills and Abilities:

- Skill and ability to interact verbally with youth and adults in a variety of situations.
- Skill and ability to use current technology communication tools (Email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill in community assessment, outreach and working with diverse populations.

Key Overarching Duties: (4-H Vision and Values)

- Provides county-wide educational opportunities for 4-H youth and adults to learn and grow their skills in a wide variety of areas that enhances the work of 4-H Units.
- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program delivered through the UCCE 4-H office in order to encourage 4-H objectives and enforce 4-H policy.

Essential Functions of the Director Role:

- Ensure the safety of members, volunteers and guests at meetings and events. This includes completing the full volunteer enrollment process including fingerprinting and background check and completion of required courses before hosting any meetings, activities or events.
- Listen and respond to the needs of the 4-H community.

- Plan and manage meetings and activities using the tools available for adult volunteers. This includes:
 - Ensure that two adult volunteers are present at all meetings. Maintain 2:10 ratio of adult to youth, with a minimum of two adult volunteers at all times.
 - Wise use of resources within the 4-H YDP as well as Placer County as a whole.
 - Plan, direct and execute committee work.
 - Commitment to complete all agreed upon duties and assignments.

Relationships

Directors are responsible to the Executive Team and the 4-H YDP staff. Directors cooperate with other Management Board Directors, members of the Program Development Board as well as other adult volunteers, members and participants in the 4-H YDP.

Term of Appointment

The Director shall serve a two-year term, with eligibility for reappointment for additional two-year term. An individual may serve a maximum of six years on the board, regardless of the 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 Director of Program Development.

_____ Date _____
 4-H Director of Program Development

_____ Date _____
 4-H Youth Development Program Staff

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