



**Riverside County 4-H Youth Development Program  
4-H MANAGEMENT BOARD ASSISTANT EXECUTIVE DIRECTOR  
JOB DESCRIPTION**

**General Description**

The 4-H Management Board Assistant Executive Director is a middle manager and works to support the Executive Director in providing leadership, guidance and in coordinating the 4-H Management Board of the Riverside County 4-H Youth Development Program (YDP). The Assistant Executive Director is responsible for the duties of the Executive Director in his/her absence. The Assistant Executive Director serves as the initial board member to handle complaints handed down by 4-H Staff. The Assistant Executive Director also serves as the liaison to the 4-H Program Development Board by attending meetings.

**Objectives**

1. To assist the Executive Director in effective management and operation of the county 4-H YDP.
2. To ensure and maintain effective communication among the Management Board, Program Development Board and 4-H YDP and Office staff.
3. To effectively resolve conflict.
4. To ensure representation on the sectional leader's council.

**Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks.
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. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
10. Willing to participate in the screening necessary to become a 4-H Adult Volunteer in order to serve as a Director.

**Specific Responsibilities**

1. Follow and abide by the 4-H Management Board Assistant Executive Director Job Description.
2. Fulfill the duties of the Board Executive Director in his/her absence.





3. Succeed the Board Executive Director if that position should become vacant between terms.
4. Serves as the liaison to the 4-H Program Development Board by attending their meetings. Provide updates to the 4-H Program Development Board of Management Board decisions, ensure two-way communication and support the Board in their work.
5. Serve as the initial board member to handle complaints handed down by the County Staff, if needed, organize a complaint review board to address the complaint.
6. Recruit, select and coordinate the five (5) sectional council representatives (at least one must be a youth delegate, 9<sup>th</sup> grade or above) and liaisons for fairs and other events as deemed necessary. Will serve as Chairman over Liaisons and Representatives.
7. Develop and implement a plan to ensure prospective and new 4-H members, families and adult volunteers are communicated with; provided basic information about 4-H member and volunteer opportunities, etc.; and supported.
8. Serve as the liaison to the 4-H Program Development Board by attending Program Development Board meetings.
9. Have signature authority on the county 4-H Youth Development Management Board checking and savings accounts.
10. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
  - a. Help to carry out the responsibilities of the board.
11. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Board.
12. Work closely with the 4-H YDP and Office staff.
13. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

The 4-H Management Board Assistant Executive Director is responsible to the 4-H YDP staff. The Assistant Executive Director cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

### **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 Director 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 4-H Management Board Assistant Executive Director.

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4-H Adult Volunteer

\_\_\_\_\_

Date

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4-H Youth Development Program Staff

\_\_\_\_\_

Date

*This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

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