



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

**General Description**

The 4-H Management Board Executive Director is a middle manager and provides leadership, guidance and coordinates the 4-H Management Board of the Riverside County 4-H Youth Development Program (YDP). The Board Executive Director is responsible for working closely with the other Directors and the 4-H YDP staff. The 4-H Management Board has administrative authority and responsibility of the county 4-H Program Development Board and, as such, the 4-H Management Board Chair is responsible for providing support, guidance and leadership as necessary to ensure the Program Development Board is successful.

**Objectives**

1. To ensure effective management and operation of the county 4-H YDP.
2. To oversee the Directors, the Program Development Board, and any established ad-hoc committees and task forces as well as encourage teamwork.
3. To ensure and maintain effective communication among the Management Board, Program Development Board and 4-H YDP and Office staff.

**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 Executive Director Job Description.
2. Call meetings, set meeting agendas in conjunction with the 4-H YDP staff and preside at all meetings of the management board (at least 4 regularly scheduled meetings per year).





3. Appoint existing board members to serve on recruitment and selection committees to fill board positions. Organize interviews for new board positions.
4. Establish ad-hoc committees or task forces as necessary. Name the chairperson of each ad-hoc committee or task force, with the approval of the other board members and the 4-H YDP staff.
5. Establish a 4-H Expansion and Review (E&R) Committee (see the 4-H Policy Handbook, [Chapter 3: Affirmative Action and Civil Rights](#), VI). Serve as the liaison to the 4-H E&R Committee by attending E&R Committee meetings when possible or by reviewing notes of the meetings.
6. Have signature authority on the county 4-H Youth Development Management Board checking and savings accounts.
7. Work closely with the 4-H YDP and Office staff.
8. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

The 4-H Management Board Executive Director is responsible to the 4-H YDP staff. The 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 Executive 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 Executive Director.

\_\_\_\_\_

4-H Adult Volunteer

\_\_\_\_\_

Date

\_\_\_\_\_

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.*

The University of California, Division of Agriculture & Natural Resources (ANR) prohibits discrimination or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.org/sites/anrstaff/files/107734.doc>). Inquiries regarding ANR's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, One Shields Avenue, Davis, CA 95616, (530) 752-0495.

