



**Santa Barbara County 4-H Youth Development Program  
4-H MANAGEMENT BOARD  
ALL STAR ADVISOR  
JOB DESCRIPTION**

**General Description**

The 4-H Management Board All Star Advisor is a middle manager and provides leadership to and coordination of the All Star activities for the Santa Barbara County 4-H Youth Development Program (YDP). The All Star Advisor supports the All Stars to implement their Plan-of-Action.

**Objectives**

1. To ensure effective management and operation of the county 4-H programming.
2. To support the All Star team's Plan-of-Action.
3. To advocate on behalf of the county 4-H YDP.

**Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Strong leadership skills.
3. Ability and enthusiasm to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
4. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
5. Ability to resolve conflict in a timely manner.
6. Ability to communicate effectively.
7. Good organizational skills.
8. An understanding of the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
9. Become a 4-H Adult Volunteer prior to serving as a Director.

**Specific Responsibilities**

1. Follow and abide by the 4-H Management Board All Star Advisor Job Description.
2. Provide leadership to and manage the All Star team's efforts in the county 4-H YDP.
3. Help the All Stars develop and oversee the All Star budget subject to approval by the Management Board.
4. Maintain authority to re-budget between line items or change the budget, up to an accumulative \$2,000.00, as needed, given the budget remains within the approved budget.





5. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
6. In coordination with the California 4-H Foundation, 4-H YDP staff, the Fundraising Director, and Management Board, support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses.
7. Work closely with the 4-H YDP staff.
8. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

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

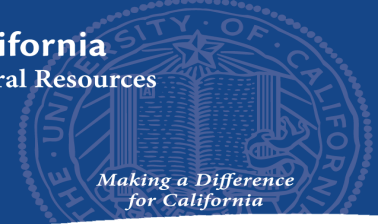
### **Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 6-10 hours per month throughout the year would be required to do this job well.

### **Reimbursement/Compensation**

1. Aid with conference fees and travel expenses for up to three annual youth-centered conferences to serve as a chaperone to Santa Barbara County All Stars and other youth delegates: Expenses for the various conferences will be reimbursed as follows:
  - a. Santa Barbara County 4-H LEaD Conference  
*Full conference fee and gasoline expenses will be paid.*
  - b. South Section 4-H Leaders' Council Teen Involvement Conference (TIC)  
*Full conference fee and gasoline expenses will be paid.*
  - c. California 4-H State Leadership Conference (SLC)  
*Full conference fee and train fare, bus fare, or gasoline expenses will be paid.*
2. Aid with conference fees and travel expenses to adult leader forums at the rate of one conference per two-year term. Expenses for the various conferences will be reimbursed as follows:
  - a. State 4-H Leaders' Forum  
*Full conference fee and gasoline expenses will be paid.*





- b. Western Regional 4-H Leaders' Forum  
*Full conference fee and one half of the travel expenses (based on economy coach fare) will be paid.*
- 3. Travel reimbursement when transporting All Stars to South Section Council Meetings.

Note: Reimbursement/Compensation for the expenses listed above and any expenses not listed are to be approved by the 4-H Management Board prior to expense.

**Term of Appointment**

The All Star Advisor shall serve a one-year term, with eligibility for reappointment to subsequent terms as requested by each All Star team. 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 All Star Advisor.

\_\_\_\_\_  
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 Louis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

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