



VENTURA COUNTY 4-H  
**CIVIC ENGAGEMENT**  
KEY LEADER JOB DESCRIPTION

**General Description**

The Civic Engagement Key Leader is a 4-H adult volunteer who serves as a middle manager and who has the overall responsibility for the development and delivery of programs to 4-H members in the Civic Engagement area. The Civic Engagement Key Leader is responsible for the function of the Civic Engagement Program Development Committee and for working with the chairpersons of event/activity committees in Civic Engagement programs. The Key Leader functions as a critical link between the Civic Engagement event/activity committees, the Civic Engagement Program Development Committee, the 4-H Youth Development Program (YDP) staff and the 4-H Office.

The programs, events and activities under Civic Engagement include:

- [California Focus](#) and [Citizenship Washington Focus](#)
- 4-H Leadership Training in the Civic Engagement field including [Service-Learning Training](#) and [4-H Thrive Training](#)
- Other activities/events pertaining to the Civic Engagement program

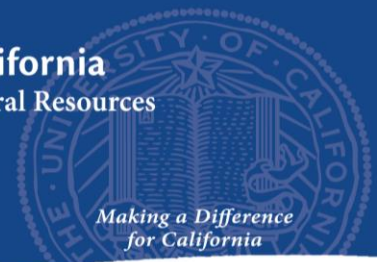
**Objectives**

1. To strengthen the educational quality of the 4-H YDP. Ensure consistent and dynamic educational program in [Civic Engagement](#).
2. To ensure that programming in Civic Engagement is aligned and consistent with the UC 4-H YDP Framework.
3. To incorporate and strengthen science, engineering and technology, healthy living, citizenship and leadership in the Civic Engagement program area.
4. To ensure and maintain effective communication links between project leaders in Civic Engagement event/activity committees, the Civic Engagement Program Development Committee, 4-H Program Development Board, 4-H Expansion and Review Committee, 4-H Youth Development Management Board and 4-H YDP staff.
5. To provide specialized leadership and support for Civic Engagement within the 4-H YDP, especially in the areas of **a) Leadership and Personal Development, b) Community Action (service), and c) Communication and Expressive Arts (e.g. photography, visual arts, theater)**.
6. To stay informed of new development in Civic Engagement and make adjustments to programs or establish new programs as necessary.

**Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially in the area of Civic Engagement.
2. Interest and experience in Civic Engagement education.
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.



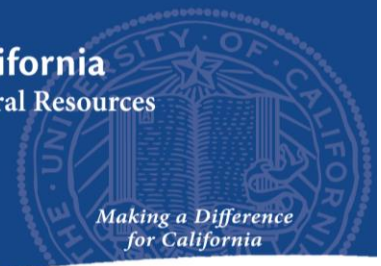


5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Good organizational skills.
8. An understanding of the Program Development Board and Key Leader concepts in the county and the ability to communicate it to others.
9. Become a 4-H Adult Volunteer prior to serving as a Key Leader.

### **Specific Responsibilities**

1. Follow and abide by the Civic Engagement Key Leader Job Description.
2. Work closely with the 4-H YDP staff in the development and delivery of programs in Civic Engagement.
3. Develop and oversee the Civic Engagement program budget approved by the Management Board. Authority to re-budget between line items or change budget as needed given the budget remains within the amount allocated.
4. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled meetings (approximately 3 to 4 per year).
  - a. Help to carry out the responsibilities of the board.
  - b. Serve as an important link between the 4-H Program Development Board and the Civic Engagement Program Development Committee and the various event/activity committees. Keep the board informed by giving reports as to their plans, what they are doing and how they are functioning.
  - c. As needed, recommend new Key Leader positions to the Management Board for approval.
5. Serve as the chairperson of the Civic Engagement Program Development Committee. As chairperson, be responsible for:
  - a. Operation of the committee, including setting meeting dates (approximately 4-6 per year), reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
  - b. Recruitment, selection and orientation of committee members.
  - c. Development and implementation of a dynamic Civic Engagement educational program based on the Key Leader Job Description.
  - d. Providing leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members or junior/teen leaders in Civic Engagement to ensure consistent quality programming and adherence to the overall organizational strategic plan.
  - e. Ensure that any fundraising activities to support Civic Engagement are coordinated with the Resource Development Director and within the confines of the overall fund development plan.
  - f. Special emphasis on Affirmative Action/Outreach.
6. Work closely with the chairpersons of the various event/activity and ad-hoc committees in the Civic Engagement area.
  - a. Recruit and select the chairperson(s) for the committee(s), utilize committee membership lists as much as possible.
  - b. Work with the chairperson(s) of the committee(s) to make sure that members are recruited, timelines and policies are being followed and adhered to and that the committee is functioning so that the educational event or activity is planned, implemented and evaluated.





- c. Develop, implement and evaluate new activities, special events or project innovations in Civic Engagement.
  - d. Ensure planning is based on direction from the Program Development Board, Program Development Committee and the program vision and plan.
  - e. Keep the Program Development Committee informed by giving reports as to the committee's plans, what they are doing and how they are functioning.
  - f. Provide support to the committees as needed and as appropriate.
7. Attend scheduled training sessions for Key Leaders.

**Relationships**

The Civic Engagement Key Leader will be responsible to the 4-H YDP staff and the 4-H Youth Development Management Board. The Civic Engagement Key Leader cooperates with the other Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP, especially those working in Civic Engagement. Key Leader 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 8 to 10 hours per month throughout most of the year would be required to do this job well.

**Reimbursement/Compensation**

- 1. Postage reimbursement for mailings pertaining to Key Leader work (up to the maximum set by the 4-H Management Board).
- 2. Participation in one professional/volunteer development opportunity pertaining to Key Leader work will be paid (subject to funding and approval by the 4-H Management Board).

**Term of Appointment**

Key Leaders shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a one-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 Civic Engagement Key Leader.*

\_\_\_\_\_  
4-H Adult Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Staff

\_\_\_\_\_  
Date

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Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.