



**VENTURA COUNTY 4-H MANAGEMENT BOARD
RECOGNITION DIRECTOR
JOB DESCRIPTION**

General Description

The 4-H Management Board Recognition Director is a middle manager and provides leadership to and coordinates the awards program for the Ventura County 4-H Youth Development Program (YDP). The Director is responsible for leading training events related to record books and awards. The Recognition Director coordinates the Recognition Management Committee and any related ad-hoc committee(s).

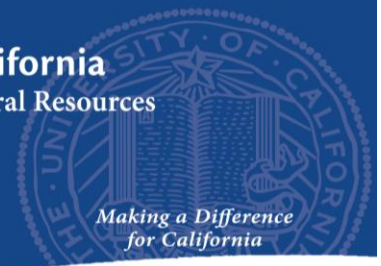
Objectives

1. To build and lead and Recognition Management Committee that supports the program vision and plan.
2. To identify and create new methods of recognizing members and adult volunteers.
3. To ensure recognition and competitive programs follow the principles of positive youth development, are open and fair to all, and meet the needs of youth in the county.
4. To analyze and evaluate existing competitive and recognition programs to ensure they follow the principles of positive youth development and 4-H YDP policies.
5. To conduct trainings and other education and outreach to ensure competitive and recognition programs are available and publicized to all 4-H members and adult volunteers.
6. To stay informed of new developments in the State 4-H Recognition Program and associated policies and make adjustments to the county Recognition Program.

Specific Skills

1. An understanding of the 4-H YDP, especially the recognition program.
2. Interest in administrative and management functions and tasks relating to recognition.
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. 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.
10. Become a 4-H Adult Volunteer prior to serving as a Director.





Specific Responsibilities

1. Follow and abide by the 4-H Management Board Recognition Director Job Description.
2. Provide leadership to and manage the 4-H Youth Development Recognition Program. Ensure the program is consistent with the 4-H Policy Handbook, [Chapter 13: Incentives and Recognition](#).
3. Develop and oversee the recognition budget subject to approval 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. Lead training events related to record books, including use of the 4-H Online Record Book, and awards.
5. 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.
 - b. Serve as an important link between the 4-H Management Board and the Recognition Management Committee and any related ad-hoc committee(s). Keep the board informed by giving reports as to their plans, what they are doing and how they are functioning.
6. Serve as the chairperson of the Recognition Management Committee. As chairperson, be responsible for:
 - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
 - b. Recruitment, selection and orientation of committee members.
 - c. Development, implementation, monitoring and evaluation of a dynamic awards program.
 - d. Providing leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members or junior/teen leaders in the recognition program.
 - e. Ensuring that any fundraising activities to support the recognition program are coordinated with the Resource Development Director and within the confines of the overall fund development plan.
 - f. Special emphasis on Affirmative Action/Outreach.
7. 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.
8. Work closely with the 4-H YDP and Office staff.
9. Attend scheduled orientation and training sessions for Directors.

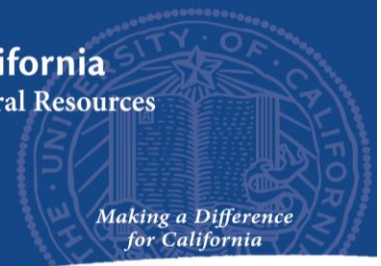
Relationships

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





Reimbursement/Compensation

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

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 Recognition Director.

_____ Date

4-H Adult Volunteer

_____ Date

4-H Youth Development Program Staff

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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