



**VENTURA COUNTY 4-H
STEM
KEY LEADER JOB DESCRIPTION**

General Description

The Science, Technology, Engineering, the Arts & Math (STEAM) 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 guided by the California 4-H STEM Initiative.

The 4-H STEM Initiative efforts aim to develop new and strengthen existing programmatic opportunities for California 4-H that align closely with the [UC 4-H Strategic Plan 2025](#) that emphasizes the need for improved science literacy. The goals of the California 4-H STEM Initiative are to improve 4-H members' understanding of science and help address the critical need for more scientists and engineers in the workforce. The expected outcomes of the initiative are to help youth improve their knowledge and skills around science, engineering and technology; connect learning with real-world situations where youth can adopt and use new science methods or improved technology to solve problems; and, in the long term, increase the number and diversity of youth pursuing higher education and careers in science, engineering and technology fields.

The STEAM Key Leader is responsible for the function of the STEAM Program Development Committee and for working with the chairpersons of event/activity committees in the STEAM area. The Key Leader functions as a critical link between the STEAM event/activity committees, the STEAM Program Development Committee, the 4-H Youth Development Program (YDP) staff and the 4-H Office.

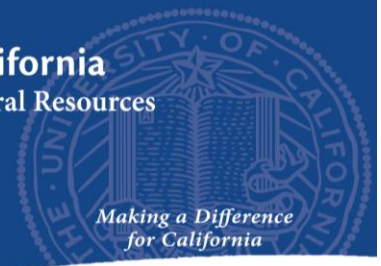
The programs, events and activities under 4-H STEAM include:

- Countywide and Club 4-H STEAM projects
- 4-H Science Night
- Gardening and plant sciences
- Environmental sciences and stewardship, including water education and renewable energies
- Engineering and technology
- Other activities, events, and programs as developed.

Objectives

1. To strengthen the educational quality of the 4-H YDP. Ensure consistent and dynamic educational program in science, engineering and technology.
2. To ensure that programming in the STEAM area is aligned and consistent with the UC 4-H YDP Framework.
3. To incorporate and strengthen healthy living, citizenship and leadership in the STEAM program area.
4. To ensure and maintain effective communication links between project leaders in STEAM, STEAM event/activity committees, the STEAM 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 STEAM within the 4-H YDP, including the following key components:
 - a. Experiential Education and Inquiry-Based Learning
 - b. Scientific and Engineering Practices (and the 4-H STEM Abilities)
 - c. Positive Youth Development
 - d. Youth-Adult Partnerships
6. To stay informed of new development in the 4-H STEM Initiative and make adjustments to programs or establish new programs as necessary.

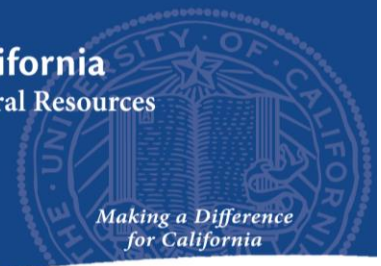
Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially in STEAM.
2. Interest and experience in science, engineering, and technology education.
3. Ability 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. Good organizational skills.
6. An understanding of the Program Development Board and Key Leader concepts in the county and the ability to communicate it to others.
7. Become a 4-H Adult Volunteer prior to serving as a Key Leader.

Specific Responsibilities

1. Follow and abide by the STEAM Key Leader Job Description.
2. Work closely with the 4-H YDP staff in the development and delivery of programs in STEAM.
3. Develop and oversee the STEAM program budget approved by the Management Board. Authority to re-budget between line items.
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 STEAM 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 STEAM 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 STEAM educational program based on the Key Leader Job Description.





- d. Provide leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members or junior/teen leaders in STEAM to ensure consistent quality programming and adherence to the overall organizational strategic plan.
 - e. Ensure that any fundraising activities to support STEAM are coordinated with the Fundraising Director.
 - f. Special emphasis on Affirmative Action/Outreach.
6. Work closely with the chairpersons of the various event/activity and ad-hoc committees in STEAM.
- a. Recruit and select the chairpersons for the committee(s), utilize committee membership lists as much as possible.
 - b. Work with the chairpersons of the committees 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 STEAM.
 - 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 Key Leader will be responsible to the 4-H YDP staff and the 4-H Youth Development Management Board. The Key Leader will cooperate 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 STEAM. 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 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

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 STEAM Key Leader.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

This document was developed by the State 4-H Office and reviewed by Annette Leeland, Executive Director of the California 4-H Foundation. 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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