



4-H VOLUNTEER COORDINATOR JOB DESCRIPTION

- Position Title:** Coordinator, Illinois 4-H Shooting Sports Program
- Time Commitment:** Length of service is one year. Renewable. Three-year commitment preferred.
- Location:** Volunteer from home and serve youth within the county/area.
- Type of Position:** Volunteer middle manager; no direct salary
- Supervision:** Extension professional in charge of 4-H (youth) programs and County Director
- General Purpose:** Be responsible for the overall coordination and management of the County/area 4-H shooting sports program. Work closely with the 4-H staff in the local county/unit.

Specific Responsibilities:

1. Coordinate planning and delivery of 4-H shooting sports program.
2. Schedule trainings, meetings, tours and service projects.
3. Communicate plans with members, parents, instructors, volunteers, and Extension professionals.
4. Recruit and supervise instructors and volunteers (adults/teens).
5. Develop resources such as cash, equipment and use of facilities.
6. Promote the 4-H shooting sports program.
7. Liaison with the local 4-H Advisory Committee and the Extension Service.

Qualifications Required:

1. Age 21 or older.
2. Ability to work with adults and delegate responsibility.
3. Have an interest in the development of youth and shooting sports.
4. State certification and recertified as required.
5. Previous leadership experience.
6. Organizational, management, communication, public relations and marketing skills.
7. Knowledge of networking and collaborating.
8. Knowledge of overall 4-H program and activities and/or willing to learn about them.
9. Moral standards consistent with the 4-H philosophy.

Support to be provided:

1. 4-H shooting sports coordinator training workshop (16 hours minimum)
2. 4-H shooting sports curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.

To apply, contact: Complete a 4-H Volunteer Application on the Coles 4-H Website and mail the application to Coles County 4-H at 809 Broadway Ave. Mattoon, IL 61938. If you have any questions, call us at 217-345-7034 or email the 4-H Program Coordinator, Jessica Hays, at JNHays@illinois.edu.