

**Extension Program Coordinator – University of Illinois Extension
Units 1 - Freeport, IL - Stephenson County**

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

Specialty Factor: Demonstrated experience and/or coursework in volunteer management, working with youth audiences, and/or developing youth programming.

Primary Position Function/Summary:

The Extension Program Coordinator, 4-H Youth Development supports the promotion, expansion, and implementation of University of Illinois Extension 4-H Youth Development Programs in the schools and communities.

Duties and Responsibilities:

- Coordinate the planning of educational activities for the program Identifies critical priority needs and issues, with the assistance of other staff, to be addressed through Extension 4-H youth programs, including under-served youth audiences.
- Conduct evaluation of program activities and make appropriate changes or recommendation for continuation or discontinuation of the program.
- Provide leadership and communication, as primary contact, to volunteers, 4-H members and their families in support of local 4-H Clubs and their activities.
- Works with Unit staff, Extension volunteers, and Extension clientele to create and/or maintain administrative records including 4-H Online and 4-H Fair Entry.
- Disseminate education information provided by Extension professionals.
- Maintain required records and data.
- Provides monthly reports to the County Extension Director
- Recruit, screen and select adult 4-H volunteers Orient volunteers to the philosophy of the 4-H programs, risk management, policies, procedures, and materials.
- Coordinate volunteer trainings related to program offerings and continuing educational opportunities.
- Maintain contact with volunteers on a regular basis through meetings and correspondence, including email and phone.
- Formulate and implement standard operating procedures for all program activities, to ensure the safety and welfare of all volunteers and participants.
- Develop and implement a marketing plan and objectives to recruit adult volunteers and youth participants for 4-H opportunities.
- Utilize a variety of promotion methods including, personal contacts, social media and printed materials.
- Network and collaborate with other community organizations to assess needs and develop programs to meet those needs.
- Participates in professional development opportunities.
- Attends staff meetings as scheduled, and provides updates to Extension staff and Extension Council on accomplishments and activities.
- Complies with Affirmative Action/Equal Opportunity policies and guidelines in all aspects of University of Illinois Extension work.
- Comply with all University of Illinois Extension and USDA policies and procedures in programs and employment.
- Performs other related duties as assigned

Minimum Qualifications:

1. High school graduation or GED
2. Any one or any combination that equals four (4) years/ 48 months of responsible volunteer or professional work experience in coordinating educational and/or community programs or activities
 - A. Volunteer/Work experience coordinating educational and/or community programs or activities
 - B. College coursework in any field of study
 - 60 semester hours equals two (2) years (24 months)
 - 90 semester hours equals three (3) years (36 months)
 - 120 semester hours or more equals four (4) years (48 months)

3. (Specialty Factor) Demonstrated experience and/or coursework in volunteer management, working with youth audiences, and/or developing youth programming.

For more information about this Civil Service classification:

https://www.sucss.illinois.gov/pages/classspec/ViewSpec.aspx?tblCS_SeriesID=18

This Extension Program Coordinator position is a 100%-time, benefits-eligible Civil Service position. The work schedule is to be determined (37.5 hours per week, 12 months per year). The minimum salary is \$19.48 per hour.

Application Procedures:

To apply, submit a Civil Service application at jobs.illinois.edu and an Exam Request form for **EXTENSION PROGRAM COORDINATOR – Freeport, IL Extension**. Please include all relevant work/volunteer experience coordinating educational and/or community programs or activities. This information should be included in the Experience portion of the application. Documents such as college transcripts (unofficial are accepted), resumes, driver's license (copy of both sides), professional licenses, and certifications should be uploaded to the application by the time you submit an exam request, as these documents may be required for your exam.

Exam scores for this credential assessment will be based on materials submitted, rather than a written exam.

Please monitor your email (including *spam or junk mail*) for testing and other correspondence from SHR-TESTING@mx.uillinois.edu and shr@uillinois.edu.

For further information regarding application procedures, please call our office at 815-235-4125.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Other pre-employment assessments may be required, depending on the classification of Civil Service employment.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#)

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).

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