**Texas AgriLife Extension Service**

**The Texas A&M System**

**Duties of the 4-H Coordinator**

The County 4-H and Youth Development Program is the responsibility of the total county extension faculty. To enhance effectiveness and efficiency, one county faculty member will be appointed as County 4-H Coordinator. The basic duties of the County 4-H Coordinator are to provide leadership for 4-H program efforts to include (but not limited to) the following:

• Confer with all county faculty on their 4-H program responsibilities.

• Provide leadership in completing all required 4-H reports (ES-237, 4-H enrollment, etc.).

• Coordinate 4-H diversity efforts, reports, and documentation.

• Coordinate the 4-H & Youth Development plans of the county program.

• Provide leadership for 4-H interpretation efforts to Commissioners’ Court, School Officials, City Officials, and County Stakeholders

• Coordinate 4-H topics that need discussion at faculty office conferences.

• Give leadership to the plan for faculty involvement in 4-H club meetings.

• Give leadership to the plan for faculty involvement in 4-H groups, including County 4-H Youth Board/Committee, County 4-H Council, County 4-H Ambassadors, Volunteer/Parent Association or Booster club, Teen Leaders Association, or Youth Boards, or related organized groups.

• Provide leadership for faculty involvement in volunteer training to 4-H club managers, 4-H club officers, Master 4-H volunteers, and project (subject matter) training

• Provide leadership for faculty involvement for county, district, and state learning strategies (event coordination, due dates, entry dates), including but not limited to:

• Food Show

• Horse Show

• Livestock Shows

• Fashion Show

• Photography Contest

• Scholarships

• Judging

• Consumer

• Livestock

• Horse

• Meats

• Quiz Bowls

• Horse

• Beef

• Nutrition

• Speaking

• Educational Presentations

• Public Speaking

• Share-the-Fun

• Provide leadership for faculty involvement for expansion efforts in curriculum enrichment, special interest projects, agricultural literacy, and 4-H After School Programs.

• Coordinate collaborative efforts with other youth serving organizations in the county.

• Give leadership to required cash management procedures for 4-H.

• Give leadership to required Youth Protection Standards procedures.

Acknowledged: Approved:

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4-H Coordinator District Extension Administrator

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