

State Coordinator: Southern Region Leader Forum Position Announcement

Position Title: State Coordinator, Southern Region 4-H Volunteer Leader Forum

Position Location: Volunteer Leader's Home

Date Position To Be Filled: March

General Responsibilities: This person will assist the State 4-H Office in organizing Arkansas's participation in the Southern Region 4-H Volunteer Leader Forum at the Rock Eagle 4-H Center in Georgia. This includes recruiting participants, planning and participating in the trip and forum, orienting participants, delegating responsibilities, following through after the forum, and reporting on participation.

Qualifications: Must have attended the Southern Region 4-H Volunteer Leader Forum. A strong background of experience as a 4-H volunteer leader and knowledge of the 4-H program is desirable. Ability to plan and carry out program details and communicate effectively with Extension faculty and staff and other volunteers is essential to satisfactory completion of this responsibility. Recommendation of the county Extension staff is required.

Requirements: The position requires travel, written correspondence, and phone communications. The State Coordinator will accompany the Arkansas delegation to the forum. In addition to forum attendance, approximately 30 hours or the time necessary to do the tasks over a nine-month period will be required.

Accountability and Supervision: The State Coordinator is accountable to the Assistant Director – 4-H Youth Development or his/her designee. Assistance will be provided by the State 4-H Office. The coordinator will assist in organizing the participation of volunteers. The coordinator will submit reports and substantiating information to the 4-H staff.

Application: To ensure consideration, applications must be received by February 1. An application will consist of FY4-H-656 and:

1. A personal résumé in which you specifically describe your background and experience which qualify you to perform the responsibilities of the position.
2. Two letters of reference. Have references send letters directly to the State 4-H Office; ask references to evaluate your knowledge, experience, potential, and competence to perform the assignments of the position.
3. A letter of recommendation from your county Extension staff.

Selection: Applicants will be screened on the basis of the completed application by a screening committee. All persons who apply for this position will be considered without regard to race, color, sex, age, religion, national origin, or disability.

If you are interested in applying for the position, please submit an application to the State 4-H Office.

ADDITIONAL INFORMATION:

One volunteer leader will be selected to serve as State Coordinator. The coordinator is responsible for assisting the state 4-H faculty in planning and organizing Arkansas's participation in the forum and lodging and tours en route. The coordinator accompanies the Arkansas delegation to the forum and assists in evaluation and follow-up. The Coordinator's registration fee for the Leader Forum will be paid for by the State 4-H Office for serving in this role.