



MSU EXTENSION CHILDREN AND YOUTH INSTITUTE

Position Title

Extension 4-H Program Coordinator

Salary

\$40,000

Benefits

Comprehensive benefits package:

[MSU Benefits Information.html](#)

Location

Iosco County, MI

To Apply

Current MSU Employees:

Access the EBS portal. Under the My Career and Training section, select the Careers @ MSU tile to view Internal Job Postings.

External Applicants:

Visit [MSU Careers Website](#)

Posting Number:

561501

Application Deadline:

03/05/2019

Contact for Questions

msue.hr@msu.edu

Extension 4-H Program Coordinator

Position Overview

As part of the MSU Extension Children & Youth Institute, with support from the 4-H Staff Development & Supervising Educator, District Coordinator and Institute Director, the 4-H Program Coordinator provides leadership and oversight for growth and management of local 4-H programs, volunteers and youth participants. The Program Coordinator will recruit, select and train 4-H program volunteers, oversee program and project promotion, expansion and evaluation activities, conduct direct programming with youth and adult audiences, and gather and analyze data for impact evaluation efforts. This position works in conjunction with other staff, program participants and community partners to attain both short-term and long-term goals and objectives. The successful 4-H Program Coordinator works in concert with the MSU Extension Children and Youth Institute and work teams to ensure alignment of programs with overall goals of work team, Institute and organization.

Qualifications

Minimum Qualifications (see full description for complete list of requirements)

- Bachelor's degree, combination of education and specific, relevant work experience may be considered in lieu of degree;
- Two years of experience in program development and management in 4-H or other youth development program;
- Volunteer management and experience supervising volunteers or of others.

Application Process

To view the full position description and required qualifications, please visit the applicable Michigan State University careers page (internal candidate or external candidate) as noted under the To Apply section.

Search for posting number 561501 using the Job Search field.

Applicants are asked to provide a current resume, cover letter and four (4) professional references including email addresses.

Application deadline is March 5, 2019.