

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: YOUTH AGRICULTURE, EDUCATION, & FAIR COORDINATOR (LTE)

DEPARTMENT: UW-EXTENSTION

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY ADMINISTRATOR

SUMMARY:

Under general supervision of the County Administrator, the Agriculture, Education, & Fair Coordinator collaborates with and guides local 4-H and FFA youth and officials. The Agriculture, Education, & Fair Coordinator fosters and maintains a relationship between Green Lake County and local programs and the participants of, including clubs, after-school programs, educational experiences, and camps, serving as a representative and point-of-contact for Green Lake County. The individual in this role will market, and facilitate community involvement in 4H, FFA and other youth education organizations. Additional responsibilities include organizing and coordinating County Fair operations and youth participation with community members of such programs in cooperation with other County department staff.

DUTIES AND RESPONSIBILITIES: (Illustrative, not inclusive)

- Provide support and serves as a County representative and point-of-contact for volunteers, educators, and youth.
- Utilize knowledge of the local communities and audiences to identify needs and provide relevant education and guidance;
- Coordinate programs, in conjunction with volunteers, Extension Educators and County staff to advance the goals of the program.
- Ensure that the programming meets and adheres to desired outcomes, program guidelines, required policies, and priorities.
- Promote and market programming utilizing effective communication to audiences and stakeholders.
- Collaborate with local partners to promote County youth development resources.
- Develop and maintain respectful working relationship.
- Communicates plans, activities, and achievements to relevant stakeholders.
- Ensures programs serve and reach audiences reflective of the diversity of the County.
- Act as the immediate County Liaison for the annual Green Lake County Fair, working with stakeholders such as the Fair Committee, Auction Committee, Barn Superintendents, County Extension/Fair staff, and volunteers.

SKILLS AND ABILITIES:

- Maintain productivity and positivity in spite of change. Accept and embrace shifts in responsibilities.
- Build positive relationships and delivers excellent customer service.
- Ability to effectively work with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity.
- Provide consistent productivity and demonstrate a drive to add value and provide quality service.
- Understand personal communication style and adjusts based on the needs of others to ensure shared meaning.
- Develop constructive and cooperative relationships and successfully manage emotions during stressful situations.
- Dependable, punctual, and efficient in streamlining projects.
- Practical knowledge of (or ability to quickly learn) several computer programs including but not limited to, 4HOnline, WordPress, Blue Ribbon, Microsoft Office, Word, Excel, Publisher, and PowerPoint, and other software as required in the department.
- Knowledge of the UW-Extension 4H, FFA, and other youth programs.
- Ability to work evenings and weekends, as needed, to meet local needs.
- Ability to establish and maintain all required operational and accounting records
- Ability to communicate effectively, both orally and in writing, including through technological means.
- Ability to work independently with a high level of confidentiality.
- Basic skill in the use of computer, scanner, digital camera, calculator, telephone, copy machine, fax machine, collator, folding machine, typewriter, laminating machine, WISLINE (teleconference), and other equipment as it comes available
- Ability to apply relevant policies, procedures, and regulations.
- Ability to work cooperatively with other agencies, community-based services, or organizations.
- Strong interpersonal skills and demonstrated ability to build and maintain professional work environments, including demonstrated ability to resolve conflicts.
- Experience managing multiple tasks, timelines, and schedules while maintaining a high quality of work.

QUALIFICATIONS:

EDUCATION: High School Diploma or GED equivalent required. Bachelor's degree in a related field of study preferred.

EXPERIENCE / JOB KNOWLEDGE: Experience coordinating, leading, managing, and/or evaluating educational programs; Experience working with young people and/or families; knowledge related to 4-H and FFA and other County youth programming preferred.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 65% of your time is viewing a computer screen, talking, hearing, handling objects, or fingering, which includes typing and writing. Walking, sitting, using far and near vision is used 35% of the time including stooping, kneeling, crouching, climbing, and reaching. Five percent of time may be use for high-level activity, such as heavy lifting up to 50 pounds, running, and grappling, pulling, pushing, or moving heavy equipment. Must be comfortable working with and around small animals, birds and farm livestock.

ENVIRONMENTAL DEMANDS: Ninety percent (90%) of your time is indoors; ten percent (10%) is outdoors, the majority of outdoor time is at the Green Lake County Fair.

This is a public service position. Employees are required to be courteous, cooperative, and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative, and respectful working relationships with other employees, supervisors, and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

April 2018