4-H Mentorship Program Coordinator

Position Description

Title: 4-H Mentorship Program Coordinator

Location: Main office (WSU Skamania County Extension: 710 SW Rock Creek Dr, Stevenson, WA 98646); various program sites including schools, community buildings, parks, 4-H Clubs, etc.

Supervisor: Missy Cummins, 4-H Youth Development Regional Specialist, WSU Clark, Skamania, and Klickitat Counties Extension

Purpose & General Description: The 4-H National Mentoring Program is a grant-funded project for youth in Skamania County. The objective is to create a county-wide mentorship program that engages adults, teens, and children in positive youth development. Mentors are recruited and trained and then meet with their assigned mentees on a weekly or monthly basis, with the goal of increasing the social support and social competencies of all participating youth. With the support of the county 4-H office, the 4-H Mentorship Program Coordinator will recruit mentors and mentees, hold regular trainings, communicate with partners, host family nights out, and evaluate program outcomes.

Time Commitment

- Flexible, part-time employment; approximately 17 hours per week for a 12 month period (April 2020-April 2021)
- Travel: Travel time to location of lesson sites (most within Stevenson & Carson/Skamania County).
- Must have flexible availability, to include after-school hours, evening, weekends, and day time summer hours.

Compensation/Hours

- $18/hour
- Part-time (less than 70 hours/month – average 17 hrs/week; not benefit/overtime eligible)
- Occasional night and weekend hours (if lessons/events scheduled at those times)

Responsibilities

- Recruit a minimum of 16 adult and teen mentors
- Orchestrate outreach and registration of up to 60 youth mentees and their families
- Host initial and ongoing trainings for mentors

WSU Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.
• Coordinate mentorship activities, to include day camps and summer camps with participants
• Facilitate Family Night Out gatherings on a monthly-quarterly basis
• Maintain accurate count of youth reached, community partners/volunteers engaged, funding used for program purchases, and any other necessary measurements.
• Complete required tracking and evaluations as well as provide requested information and quarterly reports to State Grant Reporter.
• Support mentors and provide oversight; offering guidance, feedback, resources, and training
• Maintain close communication with mentors, families, staff, community partners, and faculty supervisor. Pro-active communication with mentors via texts, emails, and phone calls is essential.

Qualifications (*required)

• Experience working with youth in formal and informal educational settings
• Familiarity with Positive Youth Development
• *Strong commitment to youth/adult partnerships, which empower teens as equal colleagues
• *Ability to communicate/model the value of positive relationships and healthy living
• *Motivation to help youth make better personal choices
• *Strong organization and communication skills
• *Self-motivated working style (you set your own schedule, but must meet frequent deadlines)
• *Washington State Driver’s License
• *Access to a reliable vehicle
• *Must pass a Washington State Background Check/Driving Record

Application Process: Applications must be received no later than March 25th, 2020 by 5:00pm. To apply, please submit the following:

• Letter of interest addressing minimum qualifications
• Current resume/vitae
• Names and contact information for three references willing to address your qualifications relative to this position

Please send application materials to:
Somer Meade, Skamania County 4-H Program Coordinator, Somer.meade@wsu.edu

Mailing Address: WSU Extension 4-H, PO Box 369, Stevenson, WA 98648
Physical Address: 710 SW Rock Creek Dr., Stevenson, WA 98648 (Hegewald Center, East End)