Edgemoor 4-H Afterschool Coordinator Job Description

Under the general direction of the 4-H Extension Program Coordinator, County 4-H Educator, and the County Extension Director, this job is responsible for providing leadership to the New Castle County 4-H Afterschool club in the local community. This is a grant funded position and will be offered contingent on grant funding availability.

Major Responsibilities:
- Coordinate and arrange meetings and youth programming related to Healthy Living, STEM & Agriculture, and Civic Engagement
- Teach and engage youth about the greater county/state 4-H program offerings
- Work with project leads to develop a strong 4-H mission outreach program
- Develop and implement strategies to capture individual and club success
- Other duties as directed by Program Coordinator

Qualifications:
- High School Diploma, Associate Degree preferred, with credits in education and/or youth development
- Valid driver’s license
- Familiarity of Cooperative Extension and 4-H programs
- Excellent organizational, management and human relations skills
- Excellent written communication and public speaking skills
- Knowledge of and experience working in Microsoft Office and Google Drive
- Demonstrate the ability to effectively motivate and work with youth

Special Requirements: This part-time position is 12 hours per week, will require evening and may require weekend work with flexible scheduling. This position does not offer benefits. Employment is contingent upon passing a comprehensive background investigation including fingerprints/criminal history, which indicates that the individual is suitable for employment in compliance with applicable federal and/or state regulations.

Candidate must have strong leadership and team building skills and be able to communicate in a positive and professional manner with staff, children, families, co-workers, school personnel and other professionals in the community. Successful candidates must pass a background check.

For more information contact Jenny Trunfio at 302-468-9004 or jtrunfio@udel.edu
Send resume, cover letter and three references to jtrunfio@udel.edu

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