



**Santa Barbara County 4-H Youth Development Program  
4-H MANAGEMENT BOARD  
AWARDS DIRECTOR  
JOB DESCRIPTION**

### **General Description**

The 4-H Management Board Awards Director is a middle manager and provides leadership to and coordinates the awards program for the Santa Barbara County 4-H Youth Development Program (YDP). The Awards Director is responsible for leading training events related to record books and awards. The Awards Director coordinates the Awards Management Committee and any related ad-hoc committee(s).

### **Objectives**

1. To ensure effective management and operation of the county 4-H programming.
2. To build and lead an Awards Management Committee that supports the program vision and plan.
3. To oversee the work of any individual that the Management Board may appoint as an assistant to the Awards Director for a definite or indefinite period of time.
4. To identify and create new methods of recognizing members and adult volunteers.
5. To ensure recognition and competitive programs follow the principles of positive youth development, are open and fair to all, and meet the needs of youth in the county.
6. To analyze and evaluate existing competitive and recognition programs to ensure they follow the principles of positive youth development and 4-H YDP policies.
7. To conduct trainings and other education and outreach to ensure competitive and recognition programs are available and publicized to all 4-H members and adult volunteers.
8. To stay informed of new developments in the State 4-H Awards Program and associated policies and make adjustments to the county Awards Program.

### **Specific Skills**

1. An understanding of the 4-H YDP, especially the Awards program.
2. Interest in administrative and management functions and tasks relating to Awards.
3. Strong leadership skills.
4. Ability and enthusiasm to work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Good organizational skills.
9. An understanding of the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
10. Become a 4-H Adult Volunteer prior to serving as a Director.





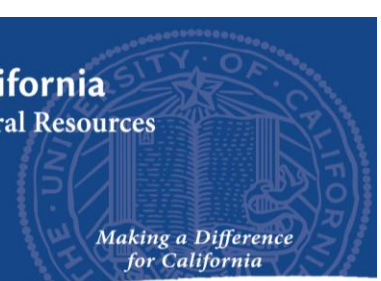
### **Specific Responsibilities**

1. Follow and abide by the 4-H Management Board Awards Director Job Description.
2. Provide leadership to and manage the 4-H Youth Development Awards Program. Ensure the program is consistent with the 4-H Policy Handbook, [Chapter 13: Incentives and Recognition](#).
3. Develop and oversee the Awards budget subject to approval by the Management Board.
4. Maintain authority to re-budget between line items or change the budget, up to an accumulative \$2,000.00, as needed, given the budget remains within the approved budget.
5. Lead training events related to record books, including use of the 4-H Online Record Book, and awards.
6. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
7. Serve as an important link between the 4-H Management Board and the Awards Management Committee, any related ad-hoc committee(s), and any Awards Director(s). Keep the board informed by giving reports as to their plans, what they are doing and how they are functioning.
8. Serve as the chairperson of the Awards Management Committee. As chairperson, be responsible for:
  - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
  - b. Recruitment, selection and orientation of committee members.
  - c. Development, implementation, monitoring and evaluation of a dynamic awards program.
  - d. Providing leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members or junior/teen leaders in the Awards program.
  - e. Ensuring that any fundraising activities to support the Awards program are coordinated with the Fundraising/Gift Giving Director and within the confines of the overall fund development plan.
  - f. Special emphasis on Affirmative Action/Outreach.
9. Work closely with the Director to coordinate ad-hoc committees to ensure that members are recruited, timelines and policies are followed, and that the committee is functioning according to the instructions provided to them by the 4-H Management Board.
10. In coordination with the California 4-H Foundation, 4-H YDP staff, the Fundraising Director, and Management Board, support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses.
11. Work closely with the 4-H YDP staff.
12. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

The Awards Director is responsible to the 4-H Management Board Director and the 4-H YDP staff. The Awards Director cooperates with the other Management Board Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H





YDP. The Awards Director will work cooperatively with the California 4-H Foundation. Director orientation will be closely coordinated with the 4-H YDP to assure compliance with 4-H and University policies.

**Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

**Reimbursement/Compensation**

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
3. Annual appointment calendar.
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Expenses for the various conferences will be reimbursed as follows:
  - a. State 4-H Leaders' Forum  
*Full conference fee and gasoline expenses will be paid.*
  - b. Western Regional 4-H Leaders' Forum  
*Full conference fee and one half of the travel expenses (based on economy coach fare) will be paid.*

Note: Reimbursement/Compensation for the expenses listed above and any expenses not listed are to be approved by the 4-H Management Board prior to expense.

**Term of Appointment**

The Awards Director shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the Management Board. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Awards Director.

\_\_\_\_\_  
4-H Adult Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Staff

\_\_\_\_\_  
Date



# 4-H Management Board Awards Director Job Description CA 4-H 11/2013 SBC 4-H 4/2014

University of California  
Agriculture and Natural Resources



*This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

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