



**Santa Barbara County 4-H Youth Development Program
HEALTHY LIVING & CULINARY ARTS KEY LEADER
JOB DESCRIPTION**

General Description

The Healthy Living & Culinary Arts Key Leader is generally an experienced 4-H volunteer leader who serves as a middle manager and who has the overall responsibility for the development and delivery of programs to 4-H members in accordance with the Healthy Living Initiative. 4-H Healthy Living and the Healthy Living Initiative encompass a holistic approach, including healthy eating habits, physical fitness, the capacity to recognize and direct emotions, and the ability to develop and maintain positive social interactions and relationships.

The event/activities that come under the Healthy Living & Culinary Arts category are:

- County-wide and Organized 4-H Club Healthy Living & Culinary Arts programs
- Crafts & Foods Festival
- Exhibit Day Still Exhibits
- 4-H Leader Training in the Healthy Living & Culinary Arts program areas
- Other Activities/Events/Programs as developed for additional delivery modes (i.e.: Short-term Programs, Special Interest Programs, School Enrichment Programs, Afterschool Education Programs).

Objectives

1. To ensure effective management and operation of the county 4-H programming.
2. To strengthen the educational quality of the 4-H Youth Development Program, especially in the Healthy Living & Culinary Arts program area.
3. To incorporate and strengthen citizenship development, leadership development, and life skill development in the Healthy Living & Culinary Arts program area.
4. To build and lead a Healthy Living & Culinary Arts Committee that supports the program vision and plan.
5. To provide specialized leadership and support for the Healthy Living & Culinary Arts area within the 4-H Youth Development Program, including the following key components:
 - a) Coordinate planning and delivery of the 4-H Healthy Living & Culinary Arts program;
 - b) Schedule trainings, meetings, tours and service projects;
 - c) Communicate plans with members, parents, instructors, volunteers and 4-H Office;
 - d) Recruit and supervise instructors and volunteers (adults/teens);
 - e) Develop resources such as funding and facilities;
 - f) Promote the 4-H Healthy Living & Culinary Arts program;
 - g) To stay informed of new developments in the Healthy Living Initiative and make adjustments to programs or establish new programs as necessary.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially in the Healthy Living & Culinary Arts program area.





2. Strong interest in Healthy Living & Culinary Arts.
3. Strong leadership skills.
4. Ability and enthusiasm to work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, and understanding and the ability to motivate youth and adults.
7. Ability to resolve conflict in a timely manner.
8. Ability to communicate effectively.
9. Organizational ability.
10. 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.
11. Become a 4-H Adult Volunteer prior to serving as a Key Leader.

Specific Responsibilities

1. Follow and abide by the Program Development Board Healthy Living & Culinary Arts Key Leader Job Description.
2. Serve as chairperson of the Healthy Living & Culinary Arts 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. Providing leadership for the development and implementation of a dynamic and educational program in the Healthy Living & Culinary Arts project area.
 - d. Development, implementation and evaluation activities, special events, or project innovations in accordance with the Healthy Living Initiative, as well as local and statewide policies and procedures.
 - e. Special emphasis on Affirmative Action/Outreach
3. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled board meeting (out of approximately 3 to 4 per year).
4. Work closely with other Key Leaders on Program Development Board to:
 - a. Serve as an important link between the Program Development Board and the Healthy Living & Culinary Arts Committee.
 - b. Recruit Key Leaders for Program Development Board.
 - c. As needed, select new Key Leaders (selection of Key Leaders will be a coordinated effort between the 4-H YDP staff, 4-H Management Board, and 1-2 Key Leaders).
 - d. Meet all local and statewide timelines and policies.
5. 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.
6. Develop and oversee the Healthy Living & Culinary Arts budget subject to approval by the Management Board.
7. 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.
8. Work closely with the 4-H YDP staff.
9. Attend scheduled orientation, and training sessions for Key Leaders.





Relationships

The Key Leader will be responsible to the 4-H Program Development Board and the 4-H YDP staff. The Key Leader cooperates with Management Board Directors and other Key Leaders in the county, as well as other adult volunteers, members, and participants in the 4-H YDP, especially those working in the Healthy Living & Culinary Arts areas. Key Leader orientation will be closely coordinated with the 4-H YDP staff 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 Key Leader work (up to the maximum set by the 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Key Leader 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 Key Leader 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 Program Development 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 4-H Healthy Living & Culinary Arts Key Leader.

4-H Adult Volunteer

Date



Program Development Board
Healthy Living & Culinary Art Key Leader
Job Description
SBC 4-H 10/2014

University of California
Agriculture and Natural Resources



4-H Youth Development Program Staff

Date

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