



Southwind District 4-H Youth Development Extension Agent

Addendum to the position announcement.

Southwind Extension District is currently hiring a 4-H youth development extension agent whose responsibilities will include:

DISTRICT-WIDE RESPONSIBILITIES

Administration

- Collaborate with the Southwind Extension District Youth Development Program Development Committee.
- Co-manage programming finances and budgets.

Marketing and Communications

- Collaborate with the Southwind 4-H youth development team to produce newsletters as well as website and social media content.
- Represent Southwind 4-H in media events.

Youth Livestock Programming

- Direct district-wide youth livestock programs.
- Oversee the district's state fair nominations.
- Coordinate livestock judging opportunities.
- Conduct [Youth for the Quality Care of Animals \(YQCA\)](#) training.
- Coordinate the EID tagging process.
- Support other agriculture and animal science educational opportunities.

Activities and Events

- Co-direct school enrichment and community programs including workshops, [SPIN clubs](#), day camps, and out-of-school activities.
- Oversee summer engagement programs.
- Co-manage district events, such as 4-H Club Days, 4-H officer training, record book judging, National 4-H Week activities, etc.
- Facilitate youth participation and coordinate agent attendance for 4-H events, including day and overnight camps, the Kansas State Fair, Citizenship in Action, Discovery Days, and Kansas Youth Leadership Forum.

Revenue Generation

- Collaborate with Kansas 4-H Foundation / National 4-H.
- Write and administrate grants to support 4-H and youth development programming.
- Collaborate with the Southwind Extension Education Foundation.

RESPONSIBILITIES IN WOODSON AND NEOSHO COUNTIES

Community Club Engagement

- Oversee the counties' 10 community clubs.
- Manage the 4-H Online database and FairEntry system in coordination with office professionals.
- Supervise the counties' 4-H Councils.
- Conduct club visits and new family orientation.
- Conduct 4-H achievement celebrations.
- Provide project support in coordination with other agents.
- Promote events, clubs and projects.

County Fairs

- Recruit, train, and manage fair superintendents and judges.
- Coordinate fair awards and recognition.
- Participate in monthly fair board meetings.

Volunteer Management

- Recruit, screen, and onboard volunteers.
- Provide volunteer leadership development.
- Train and support 4-H club leaders and project leaders.

See the [position announcement \(PDF\)](#) for more information.