

Job Description

Juntos 4-H Program Coordinator

Salary: \$20/hour.

Location: Purdue Extension Elkhart County

Anticipated Start Date: April 1, 2023

Application Procedure:

- Please submit a resume and contact information for three references to sgreybar@purdue.edu
- If you have any questions about this position, please email Sthele Greybar at the above email.
- Proper documentation of identity and employability will be required.

Required Skills:

The applicant must have a passion for supporting Latino student's educational success. A successful candidate will exhibit good human relations skills, initiative, problem solving, organization skills, dependability, bilingual Spanish-English language skills, cultural competence, and effective written and verbal communication.

Essential Job Duties:

This position will direct the day-to-day functions of Juntos 4-H in Elkhart County. Engage Juntos participants via an afterschool Juntos 4-H Club and Family Nights. Duties will include:

- Promote the program via introductory meetings at schools, networking with community partners, and working with existing youth clubs.
- Lead the planning of 4-H Club activities and meetings via electing effective student leaders and engaging Latino parent and community volunteers in the planning.
- Support Extension Educator with pre and post surveys with program participants enrolled in the program.
- Manage program documents including maintaining meeting minutes, sign-in sheets and attendance records.
- Monitor the overall project timeline and track project successes (including taking pictures, and posting on social media).
- Attend conference calls or Zoom trainings/meetings as scheduled.
- Provide project progress feedback to direct supervisor and Extension Leaders.
- Connect with families on a regular basis and build strong relationships.
- Work to build program sustainability in Elkhart County.
- Build strong relationships with local 4-H extension office and school staff.
- Connect participants to 4-H and work to integrate into local 4-H opportunities.
- Complete other duties as assigned.

Minimum Experience Education:

College experience and at least 1 year working with the Latino Community.

Preferred Experience, Skills, & Training:

- Experience working with Latino middle school or high school age youth and their families.
- Experience working in the secondary education system.
- Bilingual/bicultural English and Spanish. Able to communicate effectively in both languages.
- Experience in program sustainability.
- Strong networking skills.
- Strong organization and self-directed skills.
- Self-starter with a dynamic, outgoing personality.

Other Work/Responsibilities:

- The position will be an integral part of the Elkhart County Cooperative Extension's professional faculty and staff.
- This position interfaces with Purdue Extension faculty, statewide county and district staff and volunteers as well as community-based agency/organization professionals.
- A moderate amount of travel is expected.

