

Job Description

Juntos 4-H Site Coordinator - Spencer County

Working Title: Juntos 4-H Site Coordinator

Salary: Paid hourly @ \$20.00/hr for 7.2 hours a week

Work Location: Purdue Extension Spencer County

FTE: Temporary Contract Employee (32 weeks)

Anticipated Start Date: October 15, 2025

Departmental Required Skills:

The applicant must have a passion for supporting youth'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 Spencer County and engage current Juntos participants via an afterschool or in-school Juntos 4-H Club, Family Nights, and a Summer Academy experience on campus.

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 educational content for Family Workshop Series (once a week for five to six weeks) and Family Nights, which are held every other month; at least six a year.
- Work with schools to coordinate and schedule 4-H Club meetings at least twice a month.
- Lead the planning of 4-H Club activities and meetings, via electing effective student leaders and engaging parent and community volunteers in the planning.
- Support program evaluator with Pre and Post surveys with program participants enrolled in the program. Assist with other data collection and coordination of evaluation data as needed.
- Manage program documents including maintaining project task logs, meeting minutes, sign-in sheets, attendance records, and related activities and input participant data into Juntos database when needed.
- Monitor the overall project timeline and track project successes (including taking pictures, and posting on social media).
- Attend conference calls or trainings/meetings scheduled by Indiana Juntos Staff and or Purdue Extension Spencer County, National 4-H Council, USDA/NIFA and community partners.
- Provide project progress feedback to direct supervisor and Extension Leaders.
- Connect with families on a regular basis and build strong relationships with participants.
- Work with Indiana 4-H Regional Extension Educator for Juntos 4-H and On-site Supervisor to build program sustainability in Spencer County.
- Build strong relationship with local Purdue Extension office and school staff.
- Work with program director, community partners, and local extension leaders to build a Juntos Sustainability Committee with the goal of establishing a long-term sustainability plan.

- Connect participants to 4-H and work with 4-H Extension Educator to integrate Juntos 4-H members into local 4-H opportunities.
- Complete other duties as assigned.

Minimum Experience Education:

College experience and at least one year working with youth and families.

Preferred Experience, Skills, & Training:

- A two or four-year degree
- Experience working with middle school or high school age youth and their families
- Experience working in the secondary education system in Indiana
- Bilingual in 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
- A commitment to excellence and the ability to work effectively as a team member
- Experience with project coordination or management
- Effective written and verbal communication
- Computer skills including Microsoft Office and social media

Other Work/Responsibilities:

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

Application Procedure: Submit a cover letter, a resume, and the names and contact information for three references to Jennifer Mayo. Proper documentation of identity and employability will be required. Any questions may be made to Jennifer Mayo at allen393@purdue.edu or 812-362-8066.

