

STEUBEN COUNTY 4-H VOLUNTEER POSITION DESCRIPTION

Position Title: Assistant Coordinator- 4-H Shooting Sports Program

General Responsibilities: Assist the 4-H Shooting Sports Staff Coordinator in management of the county/area 4-H Shooting Sports Program.

Supervision: 4-H Shooting Sports Staff Coordinator

Specific

Responsibilities:

- Assist in planning and delivery of the 4-H Shooting Sports Program in assigned areas of the county and facilitate local participation in regional, state, and national 4-H Shooting Sports activities.
- Communicate plans with members, parents, instructors, other volunteers, and the Staff Coordinator.
- Promote and market the Steuben County 4-H Shooting Sports Program.
- Recruit and supervise instructors and other volunteers (adults and youth).
- Report to the Staff Coordinator and the Steuben County 4-H Program Advisory Committee.
- Develop resources including cash, equipment, and use of facilities.

Qualifications:

- Ability to work with adults, delegate responsibility, and resolve conflicts
- New York State 4-H Shooting Sports Coordinator Certification and recertification as required.
- Knowledge of 4-H Program values and priorities and/or willingness to learn about them.
- Interest/experience in youth development and shooting sports.
- Networking, marketing, organizational, management, communication and marketing skills.

Resources

Provided:

- New York State Shooting Sports Coordinator training workshop (20 hr. minimum) with curriculum handbook upon completion
- Local volunteer training.
- Support from Staff Coordinator.

To apply, contact: Thomas Tomsa, Executive Director
Cornell Cooperative Extension of Steuben County
3 East Pulteney Square
Bath, NY 14810
Phone: (607) 664-2301 Email: tnt5@cornell.edu