Detailed Program Responsibilities
4-H Youth Development Extension Agent

Johnson County is transitioning to having two, full-time 4-H Youth Development Extension Agents whose responsibilities will include:

**Administration**
- Program Development Committee
- Co-Supervise 4-H Office Professional (full-time employee) and School Enrichment Coordinator (part-time employee)
- Co-Supervise 4-H Volunteer structure
- Program budget/financial

**Program Outreach and Expansion**
- School Enrichment Programs
- Community Club Expansion
- Short term 4-H youth development experiences
- Marketing Plan
- Camps – day and residential
- Out of School Programs

**Market 4-H Youth Program**
- Newsletter
- Promotional Materials
- Media Opportunities
- Web Content
- Social Media
- National 4-H Week

**State, Regional or National Events/Showcases**
- Science of Agriculture
- State Fair
- Citizenship in Action
- Discovery Days
- Kansas Youth Leadership Forum

**Community Club Management**
- 19 Community Clubs
- Online database co-management
- 4-H Council
- 4-H Days (County and Regional)
- Officer Training
- Club Visits
- 4-H Ambassadors
- Achievement Celebration
- Project Support
- New Family Orientation

**Revenue Generation**
- Kansas 4-H Foundation
- National 4-H
- Grant- writing and administration
- Johnson County Extension Education Foundation

**Livestock Program Management**
- Countywide livestock program
- State Fair and KS Junior Livestock Nominations
- Other Agriculture and Animal Science Educational Opportunities

**County Summer Showcase - Fair**
- Recruit Judges
- Fair Superintendents
- Fair Book Changes
- Mr. & Miss 4-H
- Fair Awards/Recognition
- Food Stands
- Livestock/Project Auction support
- Monthly fair board meetings

**Volunteer Management**
- Volunteer Leadership Development
- Club Leader Training
- Project Leader Training
- Volunteer Recruitment
- Volunteer Training and Screening Process