



Regional 4-H Specialist

CANADA

4-H Saskatchewan

Who We Are

4-H Saskatchewan is a non-profit youth empowering organization that promotes community involvement through mentorship as demonstrated by our motto “Learn To Do By Doing.” In 4-H Saskatchewan, youth ages 6-21 and adult volunteers come together to learn through fun hands-on activities in community clubs across the province. There are also provincial camps, conferences, scholarship and travel opportunities, and more to allow youth to develop skills in leadership, business, self-confidence, and more. 4-H provides youth with a place where youth can be involved, accepted, valued, and heard while developing valuable life skills.

What We Offer

- Comprehensive benefits package
- Paid vacation and sick time
- Flexible work hours
- Opportunities to perform challenging work in a dynamic and collaborative culture

What You Will Do

Reporting to the Regional 4-H Manager, the Regional 4-H Specialist assists 4-H clubs, and their associated districts, with organizational and programming needs. They provide leadership, advice and direction to 4-H clubs when needed and actively promote 4-H in the community. They will attend and support club, district and regional events as well as provincial events when needed. A Regional 4-H Specialist is an integral and highly valued member of 4-H’s provincial team.

Duties and Responsibilities

- Provide support, guidance, leadership and encouragement to 4-H clubs, members and leaders through visits, workshops, letters or phone calls.
- Develop awareness of and promote participation in district, regional and provincial programs and events.
- Prepare, coordinate, deliver and/or participate in club, district, regional and provincial activities for members, leaders and clubs.
- Develop and recruit new club prospects through awareness meetings directed at school and community groups.
- Provide training and development opportunities for leaders and districts.
- Develop strategies and program initiatives to attract and recruit members, leaders, clubs and volunteers.
- Promote the Saskatchewan 4-H Council to the public.
- Submit articles to the Marketing and Communications Officer for the 4-H newsletter.
- Maintain regional social media account(s).
- Participate in staff meetings and training sessions.
- Plan, develop, administer and control workshop, program and event budgets.
- Prepare for and conduct district workshops.
- Set and maintain regional budget and work plan.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a valid class 5 driver's license.
- Strong background in programming, education, recreation and public speaking.
- Background / familiarity with 4-H is a great asset.
- Ability to work independently and effectively with minimal supervision in a team environment.
- Effective time management and organization skills.
- Familiarity with rural Saskatchewan and the agricultural and youth-serving sector.
- Demonstrated problem-solving abilities.
- Experience working with and mentoring youth aged 6-21, and adult volunteers.
- Excellent written and oral communication skills.
- Familiarity and understanding of boards and committees.
- Ability to work with a variety of target audiences.
- Proficiency in the use of MS Office Suite.

Individual Qualities

- Innovative thinking and sound judgement.
- Excellent written and oral communications.
- Persuasive presenter with exceptional interpersonal skills.
- Excellent organizational and analytical skills.
- Accuracy and attention to detail.
- Vision and creativity.
- Demonstrable leadership skills.

This position will be based in Saskatoon; however, consideration will be given for those wishing to work remotely. Position will require attendance at events out of normal business hours and travel.

Please apply with resume and cover letter by Tuesday, April 2, 2023.

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