



Santa Barbara County 4-H Youth Development Program
SCIENCE, ENGINEERING & TECHNOLOGY (SET)
KEY LEADER JOB DESCRIPTION

General Description

The Science, Engineering & Technology (SET) Key Leader is generally an experienced 4-H volunteer leader who serves as a middle manager and who has the overall responsibility for the development and delivery of programs to 4-H members in accordance with the 4-H SET Initiative. The 4-H SET Initiative addresses our country’s critical need for more scientists and engineers by engaging youth in activities to improve their SET awareness, skills, and knowledge. The ultimate goal of the 4-H SET Initiative is to increase the number of youth pursuing education and careers in science, engineering, and technology.

The SET Key Leader is responsible for the function of the Science, Engineering & Technology (SET) Program Development Committee and for working with the chairpersons of event/activity committees in the SET areas. The Key Leader functions as a critical link between the SET event/activity committees, the Science, Engineering & Technology (SET) Program Development Committee, the 4-H Office, and the 4-H Youth Development Advisor.

The event/activities that come under the Science, Engineering & Technology (SET) category are:

- Countywide and Club SET Programs
- Santa Barbara 4-H Scientists Clubs
- Computer Technology
- Environmental Sciences
- Other Activities/Events/Programs as Developed

Objectives

1. To strengthen the educational quality of the 4-H Youth Development Program, especially in the SET area.
2. To incorporate and strengthen citizenship development, leadership development, and life skill development in the SET program area.
3. To ensure and maintain effective communication links between SET event/activity committees, the SET Program Development Committee, 4-H Program Development Board, Expansion and Review Committee, 4-H Management Board and 4-H Advisor.
4. To provide specialized leadership and support for the SET area within the 4-H Youth Development Program, including the following key components:
 - a. Experiential and Inquiry Learning
 - b. SET Content and Abilities
 - c. National Science Education Standards
 - d. Positive Youth Development
 - e. Youth-Adult Partnerships
5. To stay informed of new developments in the 4-H SET Initiative and make adjustments to programs or establish new programs as necessary.



Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H Youth Development Program, especially in the Science, Engineering & Technology (SET) areas.
2. Interest in the Science, Engineering & Technology (SET) areas.
3. Ability to relate to and work with youth from a wide range of socio-economic and ethnic backgrounds.
4. Enthusiasm, patience, and understanding (ability to motivate adults and youth).
5. Organizational ability.
6. An understanding of the Key Leader concept in Santa Barbara County and the ability to communicate it to others.

Specific Responsibilities

1. Serve as the chairperson of the Science, Engineering & Technology (SET) Program Development Committee. As chairperson of the committee, be responsible for:
 - a. Operation of the committee, including setting meeting dates (approximately 4-6 per year), reserving the meeting room, meeting agendas, and other items needed for smooth committee operation
 - b. Recruitment, selection and orientation of committee members
 - c. Development and implementation of a dynamic and educational program in the Science, Engineering & Technology (SET) area based on the Science, Engineering & Technology (SET) Key Leader Job Description.
2. Work closely with the chairpersons of the various event/activity committees in the Science, Engineering & Technology (SET) area.
 - a. Recruit and select the chairpersons for the committee(s), utilizing the committee membership lists as much as possible.
 - b. Work with the chairpersons of the committees to make sure that timelines and policies are being followed and adhered to and that the committee is functioning so that the educational event or activity is planned, implemented, and evaluated.
 - c. Develop, implement and evaluate new activities, special events or project innovations in accordance with the 4-H SET Initiative.
 - d. Provide support to the committees as needed and as appropriate.
3. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled committee meetings (approximately 3 to 4 per year).
 - a. Help to carry out the responsibilities of the committee as outlined in the 4-H Program Development Board Job Description.
 - b. Serve as an important link between the 4-H Program Development Board and the Science, Engineering & Technology (SET) Program Development Committee and the various event/activity committees.
 - c. As needed, select new Key Leaders as positions arise (Selection of Key Leaders will be a coordinated effort between the 4-H Youth Development Advisor, 4-H Management Board and one or two Key Leaders.)
4. Attend regularly scheduled staff meetings for Key Leaders and 4-H Youth Development Advisor.
5. Attend scheduled training sessions for Key Leaders.

Relationships

The Key Leader will be responsible to the 4-H Advisor and the 4-H Management Board. Leader orientation will be closely coordinated with the 4-H Advisor to assure compliance with 4-H and University policies. Also, the Key Leader will cooperate with the other Key Leaders in the county, as well as other volunteers and participants in the 4-H Youth Development Program, especially those working in the SET areas.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that about 8 to 10 hours per month throughout most of the year would be required to do this job well.

Reimbursement/Compensation

1. Telephone bill reimbursement for long-distance calls pertaining to Key Leader work (up to the maximum set by the 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Key Leader work (up to the maximum set by the 4-H Management Board.)
3. Annual appointment calendar
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Expenses for the various conferences will be reimbursed as follows:
 - a. State 4-H Leaders’ Forum
Full conference fee and full gasoline expenses will be paid.
 - b. Western Regional 4-H Leaders’ Forum
Full conference fee and one-half of the travel expenses (based on economy coach fare) will be paid.
 - c. National 4-H Leaders’ Forum
One-half of conference fee and one-half of travel expenses (based on economy coach fare) will be paid.

Note: Any other expenses not listed are to be approved by the 4-H Management Board prior to expense.

Term of Appointment

Two-year term with an option for reappointment to another two-year term. There must be at least a one-year period after the second term before reappointment can be made. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Science, Engineering & Technology (SET) Key Leader.

4-H Volunteer

Date

4-H Advisor

Date

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994: service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities. University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University’s nondiscrimination policies may be directed to the Affirmative Action/Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607, (510) 987-0096.