

REGIONAL PROGRAM COORDINATOR (CAPE BRETON)



Title: Regional Program Coordinator, Cape Breton Region, 4-H NS
Reporting to: Volunteer Services Lead, 4-H Nova Scotia
Position Status: Full-Time, Permanent.
Location: Home Office, Cape Breton, Nova Scotia.
Vacancies: 1 position available
Salary: Compensation dependent on experience.
Start date: April 2022

WHO WE ARE

4-H is a nationwide, family-oriented, community-based, youth organization dedicated to the development of young Canadians, encouraging them to become responsible members of society. 4-H NS promotes leadership, encourages the care and responsibility of our resources, and builds positive life skills to secure a sustainable future for Nova Scotia. 4-H Nova Scotia (4-H NS) supports a variety of events and programs aimed at contributing to positive youth development.

REGIONAL PROGRAM COORDINATOR

Regional Program Coordinators (RPCs) ensure 4-H NS's relevance to the community, the accomplishment of 4-H NS's vision and mission, and the accountability of 4-H NS to its constituents. Under the general supervision of the Volunteer Services Coordinator, the RPC is responsible for promoting, coordinating, and supporting volunteers, members, 4-H families, and community partners in the delivery of the 4-H NS program for a specified geographic area in the province. RPCs convey a professional and positive image and attitude regarding 4-H NS and demonstrate a commitment to continued professional growth and development.

RESPONSIBILITIES

RPCs show initiative in their region by becoming actively involved in their 4-H communities and demonstrating leadership in supporting the growth and success of 4-H in their regions. The Cape Breton RPC is responsible for the Cape Breton region, which covers the counties of Cape Breton, Victoria, Richmond, and Inverness. RPCs' duties fall under five main priority areas: Program Planning and Management, Leadership Development, Administration, Community Relations and Outreach, and Risk Management. The main duties of the RPC include but are not limited to:

Program Planning and Management

- Ensure that the programs and services offered by 4-H NS contribute to 4-H NS's mission, vision, and objectives, and reflect the priorities of the Board.
- Regularly monitor the delivery of the programs and services of 4-H NS to maintain or improve quality.
- Provide day-to-day guidance, leadership, encouragement, and support to clubs, members, and leaders through visits, workshops, correspondence, and/or phone calls.
- Provide volunteers and senior members with organizational and program planning support.

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- Support, coordinate, and evaluate a wide range of activities and competitions as directed by 4-H NS and/or county councils.

Leadership Development

- Represent 4-H NS at community activities to enhance the community profile.
- Analyze identified needs; facilitate, develop, and coordinate community development and leadership resources directed to the 4-H NS community.
- Provide and/or coordinate training and development opportunities for leaders, members, and county executives.
- Motivate young people to join 4-H and teach new skills in agriculture and natural resources, leadership, and citizenship.

Administration

- Answer daily requests and correspondence for materials.
- Maintain current and accurate records and provide reporting as required by 4-H NS.
- Assist with development and revision of 4-H NS policies, procedures, and project manuals as required.
- Plan, develop, administer, and control workshop, program, and event budgets.

Community Relations and Outreach

- Maintain regular contact with clubs, members, leaders, parents, and county and regional executives.
- Prepare, coordinate, deliver and/or participate in the club, county, regional, provincial, and national/international activities for members and leaders.
- Network and cultivate relationships with stakeholders and partners.
- Promote 4-H, positive youth development, and agriculture.
- Support Camp Rankin, 4-H NS' youth summer camp.

Risk Management

- Practice safe work habits and maintain current knowledge and awareness of occupational health and safety procedures and 4-H Canada Accreditation Standards and Policies.
- Ensure that county and club activities and initiatives are following the terms, conditions, and limitations of the insurance coverage – and report any concerns to 4-H NS.

QUALIFICATIONS

The successful candidate must undergo a Police Record Check, a Child Abuse Registry Check, and additional Screening as requested. The candidate must possess a valid driver's license and have access to a reliable vehicle.

Education and Experience

- A relevant post-secondary degree in the field of Agriculture, Youth Development, Education, or similar.
- Familiarity with the 4-H program, the local community, and the agricultural and youth-serving industries in Nova Scotia.
- Evidence of strong communication and time management skills.
- Ability to work independently with minimal supervision.
- Experience in the facilitation of education and training to youth audiences.
- Experience working with and supporting volunteers.
- Demonstrated problem-solving abilities.

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Skills

- Exceptional written and oral communication skills.
- Self-motivated and able to take initiative.
- Proficiency in Microsoft 365.

This position is based remotely. The successful candidate must be a resident of Cape Breton or plan to relocate. Regular evening and weekend work is required. There are times of the year when out-of-ordinary hours are necessary; time-in-lieu and flexible scheduling are offered. Travel within Nova Scotia is required.

APPLICATION

We encourage individuals of designated diversity groups (such as Mi'kmaq or Indigenous, visible minorities, persons with disabilities, women in under-represented occupations, or international student graduates) to self-identify in their applications. To ensure transparency in the 4-H NS community and to meet funding requirements, applicants that may have a perceived conflict of interest with 4-H NS are required to acknowledge this in their application.

Apply directly to jay.woodworth@4hnovascotia.ca with a cover letter and resume (referencing the position) by April 1, 2022.