



4-H SET Team – Technical Professional

University of Wisconsin-Extension
Brown County

Position Title: 4-H SET Team Technical Professional

Term of Responsibility: August 1, 2009 – May 1, 2010

Time Commitment:

- Approximately 8 hours in August working with 4-H SET Team Coordinator and 4-H Youth Development Educator to identify, adapt, and develop curriculum and order program supplies
- Average of 3 hours per month, September through April, planning educational activities.
- Average of 3 hours per month, September through April, attending 4-H SET Club meetings or camps and leading educational activities
- Approximately 2 hours in April to complete final evaluations and reports

Responsibilities:

- Serve as the technical professional for the Brown County 4-H SET Team
- Attend team meetings and communicate with 4-H SET Team members on a regular basis
- Identify and deliver educational activities in SET
- Provide encouragement and opportunities for youth to increase knowledge and develop skills in SET
- Assist the 4-H SET Team in locating resources (technical specialists, equipment, program supplies, educational programs, etc.) to enhance SET activities in Brown County
- Maintain program records, prepare reports, and conduct 4-H SET evaluations as determined by the 4-H Youth Development Educator
- Perform related functions as assigned

Requirements:

Must meet the following Wisconsin 4-H Youth Protection requirements before participating as an adult volunteer in the Brown County 4-H program:

- Complete and submit the Wisconsin 4-H Volunteer Application form
- Complete and submit the Wisconsin 4-H Leader Enrollment form
- Read, understand, and agree to abide by the Wisconsin 4-H Volunteer Behavior Expectations
- Participate in 4-H Volunteer Orientation training (approximately 2 hours in length)
- Review Wisconsin 4-H Policies and Brown County 4-H Policies
- Submit to a background check as required by UW-Extension 4-H Youth Development

Qualifications:

- College degree in science, engineering, or technology preferred, minimum of 12 college credits in science, engineering, or technology required
- Experience in the field of science, engineering, or technology
- Experience working with youth and adults in the community
- Ability to communicate with youth and adults
- Ability to organize, plan, and teach SET educational activities
- Time to carry out the 4-H SET Team Technical Professional role
- Willingness to work with limited income, culturally diverse families

Compensation:

This is a volunteer position with a stipend of \$400.00 at the successful conclusion of the program. There is limited funding available for project supplies. All 4-H SET purchases must be authorized by the 4-H Youth Development Educator prior to purchase.

Administrative Responsibility:

The 4-H SET Team Technical Professional will be accountable to the Brown County UW-Extension 4-H Youth Development Educator for programmatic leadership and will be accountable to the Brown County UW-Extension Department Head for administrative issues.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job.



Developed by Judy Wolniakowski, Brown County 4-H Youth Development Educator,
University of Wisconsin-Extension, July 2009.

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