



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **COMMUNITY OUTREACH PROGRAM SPECIALIST**  
Grade: 06

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Plans, implements, and evaluates a progressive series of educational programs and experiences that work toward multiple life skill outcomes such as leadership, citizenship, communications, personal life management and knowledge. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Community based outreach programs targeting youth families, working in educational settings and assist agents. Supervised by County Coordinator or assigned designee.

### **EXAMPLES OF WORK PERFORMED**

- Manage and support 4H Youth Development program in County
  - Supports 4-H through curriculum enrichment education
  - Managing Volunteers
  - Supports agents in programming efforts as needed and requested
  - Assist with implementing 4H action plan items
  - Mobilize available resources to implement the county action plan
  - Apply program quality methods and strategies to 4H experiences and clubs
  - Communicate effectively with members, families, volunteers and other staff
  - Promote 4H club, Clover Kids and regional and statewide 4H events and activities
  - Recruitment and support of new and existing members and families
  - Build relationships with program partners, stakeholders and clients to build the program
  - Secure public and private support through fundraising and local grants
  - Gather and prepare information to submit to media regarding events, activities, and members
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Implement all 4H programs using statewide policies and assist in sharing with volunteers and community partners

Develop partnerships with relevant public and private organizations in joint program efforts that grow the County 4H program

Follow policies as described in the County Personnel Handbook and Fiscal Policy Handbook

Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

Graduation from a high school or equivalent (GED)

Four year degree preferred but not required in Education or Agriculture

Two (2) years of successful work experience with youth and/or adult volunteers

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

Good computers skills and knowledge in computer programs such as Word, Publisher and PowerPoint

Good communication and organizational skills (bilingual preferred)

Knowledge in program planning and development

Knowledge of the policies and procedures of 4H program

Must have dependable transportation

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations