



JOB DESCRIPTION

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| Name: | |
| Job Title: Youth Education Specialist | Revision Date: September 2023 |
| Administrative Relationship – Reports To: Education Director | |
| Human Resource Use Only: | |
| EEO Class: | FSLA Status: Non-Exempt |

Purpose of the Role:

This position provides camp management support to the Education Director. This position provides educational strategic alignment, design and delivery of assigned programs and projects; along with aiding the educational curriculum and youth education program.

Key Responsibilities:

- Contribute to the organization by determining needs, implement organizational strategies, goals, and objectives to empower the grassroots process
- Assist with the design and delivery of youth education programs and projects
- Daily professional correspondence with parents, campers, youth award winners, volunteers, and other organizations
- Use of the client database tool for event organization, registration, and youth program functions
- Working closely with the Youth Education Coordinator on camp schedules and other youth related material
- Assist with the training and delivery of curriculum to youth members and volunteers
- Assist with presenting and promoting the youth education program and projects
- Assist with the recruitment of new campers and increase camp participation numbers on a yearly basis
- Assist with the recruitment and training of facility maintenance, kitchen and camp counselor personnel at James River and Heart Butte Camps
- Assist with training county EPIC volunteers
- Assist with managing Heart Butte camp facility from late May to early August
- Maintain supportive working relationships within the organization, county volunteers and with outside sources
- Collaborate, organize, and strategize with the Education Director and Youth Education Coordinator
- Write and evaluate grant proposals for educational programs
- Work closely with the Communications Team on youth program marketing
- Ensure security, integrity and confidentiality of data and information
- Promote and educate on Farmers Union Insurance, including maintaining a strong relationship with agents
- Design a large variety of print materials for the youth program
- Other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge in analyzing and developing educational programs
- Possess effective written, verbal, and interpersonal communication skills, including strong presentation skills
- Ability to work independently, meet deadlines, and provide project updates
- Ability to analyze data and produce reports
- Works with all skill types and levels of personnel and members
- Leadership principles, strategic planning, and resource allocation
- Interpersonal communication skills; including strong presentation skills
- Knowledge and experience working with the Microsoft office suite
- Knowledge and experience working with the Adobe Design package of applications
- Performance assessment and corrective action
- Ability to always exhibit exceptional customer service skills

Educational Requirements:

- Bachelor's degree in education, business or communications preferred. Willing to train the right individual with an Associate's degree and experience.

Working Conditions:

- Some statewide travel throughout the year
- Expected travel from May through August during camping season
- Office position with some day, evening, and weekend work when necessary



| Physical Requirements | 0-24% | 25-50% | 51-75% | 76-100% |
|---|-------|--------|--------|---------|
| Seeing – Must be able to operate a computer and read technology | | | | x |
| Hearing – Must be able to hear well enough to communicate with people | | | | x |
| Speaking – Must be able to communicate with people | | | | x |
| Standing/Walking/Climbing/Stooping/Kneeling/Lifting/Pulling/Pushing | | | x | |
| Grasping/Feeling- Must be able to write/type use a phone/grasp steering wheel | | | | x |
| Driving – Must have a license and be able to operate a vehicle | | | x | |
| Sitting – Must be able to sit for long periods of time if necessary | | | x | |

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

This statement is intended to describe the general nature and percentage of work performed by employees, but this statement is not a complete list of responsibilities, duties and skills required of employees. This job description is not a contract for employment and is subject to change at the discretion of the employer. Farmers Union is an equal employment opportunity employer.

