



Job Description

Job Title: Youth Development Coordinator

Department: Farm Organization

Reports To: President

FLSA Status: Exempt

General Summary:

Plans, manages and facilitates youth program activities and events designed to create leadership opportunities for the youth of Oklahoma and maintain a favorable image for American Farmers & Ranchers.

Essential Duties and Responsibilities:

AFR Youth Development Coordinator is responsible for preparation and facilitating events and activities listed below including scheduling of date, time, location, advertising, providing materials, judges, etc.

- AFR Poster Contest
- AFR State Convention, Youth Program Awards
- AFR Ag Achievements Contest held at OYE
- AFR Livestock Judging Contest held at Redlands Community College
- Livestock Judging Contest held at Connors State College
- Livestock Judging Contest held at Eastern Oklahoma State College
- Cattle Grading Contest at Connors State College
- Cattle Grading Contest at Tulsa Stockyards
- Southern Plains Farm Show, Cattle Grading Contest
- National Land, Homesite & Range Judging Contest
- OSU Big 3 Field Days, Livestock Handling Exam
- AFR Leadership Summit Teen Session
- AFR Leadership Summit Senior Session
- Tulsa State Fair, Cattle Grading Contest
- Five AFR District Speech Contest and State Speech Contest
- Tulsa Farm Show, Livestock Handling Contest
- AFR State Scholarship Program
- AFR County Match Scholarship Program
- Assist with the AFR Women's Activities
- Sponsor/Host the AFR Youth Advisory Council at all AFR/OFU Cooperative youth functions and other activities
- Work closely with county organization leaders concerning local youth involvement
- Attend county organization meetings, legislative meetings, farm shows, and informational meetings in representation of AFR/OFU Cooperative
- Promote AFR/OFU Cooperative in the Oklahoma Ag Industry, including volunteering at many jackpot, district, and state speech contests
- Plan and develop educational presentations that promote the AFR Youth Program
- Correspond with AFR agents, county organization leaders and 4-H extension educators, & agricultural education instructors current opportunities within the AFR Youth Program



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- Assists the Women's committee with support activities.
- Performs other work-related duties as assigned

Job Requirements:

- Bachelor's degree, preferably in some field relating to communications and education.
- Experience with desktop publishing procedures and software.
- Excellent attitude, creative, detail oriented, and must be well organized
- Ability to work independently and use good time management to handle a variety of duties.
- Proficiency in Adobe Creative Suite software such as Adobe InDesign and Adobe Photoshop.
- Proficiency in Microsoft Word, Excel and PowerPoint.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.