



Job Description

Job Title: Youth & Education 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 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 Ag Achievements Contest held at OYE
- AFR Livestock Judging Contest held at Redlands Community College
- Southern Plains Farm Show, Livestock 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, Livestock 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 Council at all AFR 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
- Promote American Farmers & Ranchers 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
- 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.



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- 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.
- Valid driver's license for traveling and insurable.

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 and fingers to 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 50 pounds. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.