



## UNIVERSITY of NEW HAMPSHIRE COOPERATIVE EXTENSION

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**Job Description:** Assistant Director

**Location:** University of New Hampshire, Durham, NH

### **Purpose:**

Provide administrative leadership and management support to the many UNH Cooperative Extension volunteers in all program areas including County Advisory Councils. In addition to the volunteer responsibilities, the Assistant Director will provide leadership for Civil Rights and other responsibilities as assigned by the Dean and Director.

### **Specific Responsibilities:**

#### Volunteer Management

1. Working with Cooperative Extension (CE) professional staff, and in keeping with the recommendations of the CE Strategic Plan, provide the administrative leadership for the recruitment, selection, screening, training, supervision, evaluation and recognition of CE volunteers.
2. Maintain and keep current a volunteer management policy manual.
3. Create and provide leadership to a volunteer advisory committee consisting of the volunteer coordinators currently representing all CE program areas.
4. Responsible for the development and management of an integrated volunteer contact database.
5. Maintain an annual volunteer recognition system and support regular volunteer training.
6. Work with CE staff to identify and provide better access to facilities, equipment and other resources for volunteers to carry out their duties.
7. Create an enhanced web presence for all UNH CE volunteer opportunities and resources to support their role as a CE volunteer or volunteer manager.
8. Determine how volunteer management can become more effective in achieving the desired CE Plan of Work and strategic plan outcomes.

9. Develop and implement innovative disciplinary and interdisciplinary educational programs specified in the state Plan of Work.
10. Keep staff and volunteers current regarding statewide, regional and national legislation, needs, issues and trends in volunteer management and prepare situational data as a basis for program development.
11. Involve Extension colleagues, faculty, clientele groups and others in identifying educational program priorities in volunteer management.
12. Develop a statewide Plan of Work which integrates the use of volunteers and effective management of volunteers with annual updates in conjunction with Program Leaders, field staff, specialists, advisory councils, clientele groups and others.
13. Provide educational opportunities and serve as a resource person to field staff, volunteers, partners and others in volunteer management.
14. Develop and implement a professional development plan to enhance competence in assigned subject area, teaching methods, group process, leadership, facilitation and organizational skills.

#### Administrative Liaison with County Advisory Councils

1. Work closely with County Office Administrators and county staff to ensure County Advisory Councils have a full and representative membership, and that councils are actively and appropriately engaged in needs identification, priority setting, program development and evaluation, staff hiring and evaluation, and external relations.
2. Maintain updated County Advisory Council Operating Guidelines, provide orientation and training for advisory council members, and maintain appropriate training curricula and other written and web-based advisory council support materials.
3. Enhance Extension's public, political and funding support by involving advisory council members and other clientele in developing relationships with county commissioners, legislative delegation members and other stakeholders. Ensure elected officials are informed of Extension's local presence and impact, and appropriately involved in identifying the issues and needs they deem important to the residents of the county.

#### Other

1. Serve as the UNH Cooperative Extension liaison to the New Hampshire Association of Counties.

2. Working in partnership with the Associate Director and Program Leaders to provide support and guidance relative to program marketing and annual impact reporting.
3. In consultation with the Associate Director and Program Leaders, work with staff and advisory councils in facilitating multi-disciplinary and regional programming that addresses high priority, critical and emerging issues, and capitalizes on the interests and expertise of staff.
4. Responsible for the coordination of Civil Rights and diversity compliance in regards to federal USDA and UNH policy and procedures. This includes material preparation, training and recognition of staff through program efforts.
5. Perform other duties as assigned.

12/03/07