

## Oklahoma Farm Bureau & Affiliated Companies Job Description

<b>Job Title:</b> Coordinator of Collegiate Special Projects/ and YF&R		<b>Department:</b> Safety Dept. 606	
<b>Accountable to:</b> Sr. Director of Women's Programs & Safety		<b>Issued:</b> 09/2019	<b>Revised:</b> 12/2023
<b>WC Code:</b> 8810	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Position Details:</b> <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

**Primary Purpose:** Represent Oklahoma Farm Bureau in a positive manner statewide by being knowledgeable and up-to-date in all education/safety programs being presented. Must be comfortable speaking to education/safety program participants and answering any questions. You are here to serve and assist Collegiate Farm Bureau and our members as they promote agriculture through Safety Programs, Young Farmers and Rancher Programs.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Make sure all education/safety material is up-to-date and relevant to all education/safety programs being presented.
2. Maintain an up-to-date calendar, including; date, time, location and contacts.
3. Plan weekly schedules to make best use of time and mileage.
4. Keep in contact with department head and meet with department head at least once a month.
5. Create new and innovative programs, as needed.
6. Maintain education/safety material and equipment in a presentable fashion. This includes maintaining company vehicle, trailers, Surface Pro, projector, handouts, videos, pedal karts, DUI goggles, and personal appearance.
7. Ensure there are enough materials for all education/safety presentation participants.
8. Arrive early to programs (minimum of thirty minutes) and ensure setup is complete before participants arrive.
9. Maintain up to date DDC certification.
10. Keep up to date on all Oklahoma traffic regulations.
11. Upon completing a DDC class, complete certificates and have them ready for participants at the end of the class. If not possible, have them completed and emailed to county secretary within 24 hours.
12. Work with the Ag Education Trailer (Commodity Trailer).
13. Attend Staff Meeting as schedule permits.
14. Help with the Ag Tour.
15. Travel to and visit with county offices about the various educational and safety programs the Farm Bureau offers. Work with county boards and committee.
16. Participate in education/safety training conferences to obtain and maintain proficiency in related skills.
17. Work on other assigned duties as schedule permits.

### **Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies:**

1. Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions. Works well in group problem solving situations.
2. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting. Keeps emotions under control; Remains open to others' ideas and tries new things.
3. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Teaches others effectively; Participates in meetings.

4. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
5. Teamwork - Balances team and individual responsibilities.
6. Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
7. Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
8. Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
9. Organizational Support - Follows policies and procedures. Supports organization's goals and values.
10. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment. Supports and explains reasoning for decisions.
11. Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.
12. Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.
13. Project Management - Develops project plans; Coordinates projects; Communicates changes and progress.
14. Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
15. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
16. Adaptability - Adapts to changes in the work environment. Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
17. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
18. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.
19. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
20. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Education and/or Experience***

Bachelor's degree from four-year College or University; and 4-5 years work-related experience, on-the-job training and/or vocational training; or equivalent combination of education and experience.

### ***Skills and Knowledge***

- **Language Skills-**
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Mathematical Skills**
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Learning Strategies**
  - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Reasoning Ability**
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Education and Training**
  - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Public Safety and Security**
  - General knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, property and/or institutions.
- **Law and Government**
  - Knowledge of local, state and federal traffic laws.
- **Computer Skills**
  - To perform this job successfully, an individual should have knowledge of computers and computer systems.
- **Certifications, Licenses, Registrations, Memberships**
  - DDC Certified.
  - Member of Safety Council (both local & national).
- **Other Skills and Abilities**
  - Ability to work independently with little or no supervision. Excellent oral and written communications skills including well developed presentation skills. Superior member and public relations skills are required.
- **Other Qualifications**
  - Worker is expected to stay current on all Farm Bureau programs and policies. Work various hours and travel is required.
  - Conduct self in a professional manner including dressing professionally and keeping company car and equipment in good condition.

### **Work Environment**

The worker is regularly in a typical office environment in the many locations the employee serves and may occasionally be subject to adverse environmental conditions. The noise level in the work environment is usually moderate.

**Mental:** Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

**Physical:** 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. 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 stand; walk and talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. \*Must be able to pull a trailer and drive day or night.\* The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to drive.