

**County Cooperative Extension Service**  
***Program Development Team***

***Team Member Job Description***

**Understand the land-grant mission and the role of the Extension County Delivery System:**

- Understand the Extension program development process
- Be knowledgeable of the Extension budgeting process and resource development
- Be knowledgeable of the accountability and reporting process; local, state and federal
- Be aware of the county's Extension Marketing Plan
- Be knowledgeable of all of the Extension Program Areas and their impact

**Assist in all aspects of program development:**

- **Needs assessment:**
  - Assist in the development and analysis of various needs assessment instruments
  - Interview neighbors and peers about community assets, issues and concerns
- **Program planning:**
  - Work as a group to assist the staff in prioritizing needs and resources in developing a county plan of work.
  - Evaluate ideas for new programs
- **Program implementation:**
  - Recruit volunteers
  - Work to secure facilities and sponsors for planned programs
  - Assist in set up, registration and other needs in carrying out planned programs
- **Program evaluation**
  - Seek program participant feed back
  - Recommend program change based participant input
- **Resource development**
  - Help to identify and recruit program sponsors and donors
  - Help to identify non-traditional sources of funding and in-kind contributions
- **Program promotion/marketing**
  - Recommend strategies for making Extension program and impact more visible
  - Make presentations to other agencies and organizations to promote Extension impact and programs