Justin Crowe - Director and State 4-H Program Leader

- Program leadership/oversight
- Risk Management
- State 4-H Council (shared with Jamie Harris)
- Collegiate 4-H/FFA (shared with Shelby Brawner)
- Administrative responsibilities for 4-H center policies, guidelines, etc.

Shelby Brawner - Extension Specialist

- Healthy Living
  - Grants
    - Health Rocks!
    - Healthy Habits
    - 4-H Health Rocks! Mentoring
  - Funnel Cake 5K
  - National Youth Summit on Healthy Living
  - Healthy Living Ambassadors
- Workforce Preparation
  - Next Chapter
  - “Shark Tank”
- Other Grants (not related to healthy living/workforce prep)
  - MACP CAMP
  - MACP CAMP II
  - 4-H Mentoring
  - 4-H Military
  - 4-H Pollinator Habitat Program (Co-PI with Daniel Sarver)
- Collegiate 4-H / FFA (with Justin Crowe)
- Poster Contest (digital + regular)
- Photo Search Contest
Daniel Collins - STEM/Camping - Extension Specialist

- Support 4-H centers with programming, curriculum, and accreditation support
- Provide training support for summer 4-H camp staff
- Provide curriculum and training for 4-H agents in all areas related to STEM
- Coordinate 4-H Electric Camp (Shared with Mike Buschermohle)
- Coordinate the TN 4-H Performing Arts Troupe

Aaron Fisher - Extension Specialist, Animal Science

- Provide leadership to youth animal shows
  - Beef, Swine, Sheep, Goat, Horse, Dairy, Knoxville Spring Junior Cattle Expo
- Provide leadership to state 4-H judging programs
  - Livestock, Meat, Horse, Dairy, Poultry, Livestock Quiz Bowl, Horse Bowl, Hippology, Horse Communications Contests
- Lead Animal Science contact for educational programming
  - Academic Conference, 4-H Roundup, Sheep Conference, Agribition, Livestock Judging Contest
- Provide in-service training as member of Animal Science team in the youth animal science areas
- Develop educational content for youth animal science programs
- Provide leadership to 4-H Animal Science Workgroup
- National 4-H Livestock Skillathon Committee

Lori Gallimore - Extension Specialist

- Professional Development
  - V.O.L. (Virtual Onboarding Library)
  - In-Service
  - B.E.S.T. (Building Exceptionally Skilled Teachers)
- Awards and Recognition
  - Scholarships
  - Judging Teams
  - Specialist for CDM Judging
  - Honor Club
  - Portfolios/Interviews
- Event Management
  - Academic Conference
Jamie Harris - Extension Specialist

- Citizenship/Leadership/Teen Programs
  - Cultural Exchange Programs
  - 4-H Ambassador Program
- Project support for leadership project
- Project support for citizenship project
- 4-H All Stars
- State Council (share responsibilities with Justin Crowe)
- Southern Region 4-H Teen Leadership Conference
- Dairy Council Liaison
  - 4-H Dairy Poster Contest
  - June Dairy Month
- Tennessee Beef Council Liaison
  - Savor the Flavor Cooking Contest
  - More that Meat Drawing Contest
  - Beef Backer Contest
- Consumer Decision Making Contest (share responsibilities with Lori and Marci)
- 4-H Military Grant

Christie Henderson - Extension Assistant (50% 4-H, 50% Foundation)

- Event Coordination
  - 4-H Congress
  - 4-H Roundup
  - Fall Judging
  - Assist with National 4-H Congress
  - Assist with Academic Conference
- Foundation
  - Annual Giving
  - Stewardship
  - Database Management
  - Other duties as assigned
Ryan Hensley - TN 4-H Foundation Director

- Foundation
  - Advancement
  - Accounting & Budgeting
  - Management
  - Fund Development & Spending Policy Education
- Alumni

Lela Moore - Business Manager

- Departmental Financial Management
- Monitor Grants
- HR Processes
- Procurement Cards
- Contracts
- Bank Deposits
- Ensure that Department is in compliance with Policy and Procedure
- Foundation Financial Reports
- Foundation Reconciliations
- Assist with Audit of Foundation
- Other duties as assigned

Sandie Morton – Accounting Specialist, 4-H Foundation (50%)

- Foundation
  - Accounting - check writing and depositing
  - Keeping Blackbaud up to date
  - Other duties as assigned
Trudi Neubeck, Administrative Specialist

- Ideas Newsletter & website newsletter blog
- State Calendar
- State Personnel Assignments
- Honor Club check receipting
- Director’s calendar, support and travel
- Admin support for Jamie Harris and Daniel Collins

Scott Reese - Extension Specialist

- Support 4-H centers and county 4-H agents with programming and support related to Outdoor Education
- Provide training support for Statewide 4-H Shooting Sports events and activities.
- Coordinate 4-H Target S.M.A.R.T. Camp
- Coordinate Pioneer Camp (new for 2021)
- Coordinate Wild Child Camps (1 per Region) (new for 2021)

Jennifer Richards, Assistant Professor, Curriculum Specialist

- Curriculum
  - Work with content specialists to develop quality lesson plans and project area curricula to support in-school clubs and project groups.
  - Ensure that in-school club curricula is aligned to state content standards
  - Head NearPod Think Tank and oversee transition of county agents to using the platform

Joy Taylor - Administrative Support Assistant

- Administrative support for five specialists
- Generate travel expense reports in Concur for seven specialists
- Enter time for all student employees
- Generate time entry verification reports
- Purchase office supplies
- Review and close received order transactions in IRIS
- Data entry for Quizizz learning platform
- Maintain department website (tentative assignment)
- Take minutes at staff meetings (temporary assignment)
Daniel Sarver - Extension Specialist

- 4-H Volunteer Program Development
  - curriculum development, marketing of educational tools for agents and volunteers, training, event management, branding, 4-H VOLS State Committee, budget management, National 4-H Volunteer Conference planning, research, etc.
- Data Management
  - 4-H SUPER enrollment module
  - ES-237 report
- 4-H Shooting Sports
  - assist in coordination (with Scott Reese)
- State 4-H Website Webmaster
- Other
  - Dairy products judging
  - State wildlife judging (with Craig Harper)

Steve Sutton, Assistant Director, Tennessee 4-H Foundation (25%)

- Foundation
  - Annual giving program
  - Donor identification
  - Development of communication pieces
  - Tennessee 4-H Alumni & Friends support