

## Programs of Distinction Peer Reviewer Job Description

### Overview

Peer Reviewers are Extension professionals who volunteer their time to support this unique national effort. Reviewers include 4-H youth development educators and specialists as well as other Extension professionals familiar with the field of youth development.

### Responsibilities

- Review manuscripts submitted for Programs of Distinction within two weeks. (Reviewers typically review 3-4 manuscripts per year, with each review taking 2-5 hours to review.)
- Make recommendations based on how well the submission meets the established criteria.
- Provide specific comments that will be returned to the author.
- Serve as a Peer Reviewer for a minimum of one year (maximum of two consecutive years).

### Qualifications

- Candidates must have prior review experience, preferably on the state or national level. This may include reviews of conference workshops, grants, articles, evaluations, programs, curricula, or other review experience.
- Candidates must complete the web-based Programs of Distinction Peer Reviewer training.
- Candidates must complete the proper application materials.

### Questions

If you have any questions about the role and responsibilities of a Programs of Distinction Peer Reviewer, please contact [pod@nifa.usda.gov](mailto:pod@nifa.usda.gov).