



COLORADO STATE UNIVERSITY EXTENSION

Job Vacancy #33-19

Extension Agent

4-H Youth Development/Leadership El Paso County, Colorado Springs, CO

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review Colorado State University's Principles of Community (<http://diversity.colostate.edu/principles-of-community>) that guide our mission and vision of access, teaching, service and engagement.

El Paso County is a mix of urban, suburban, and rural communities, and Colorado's second most populous county with 699,232 residents. Two-thirds of the population live in Colorado Springs, home of the county seat and the Extension office. To learn more about El Paso County, go to www.elpasoco.com. Visit <http://elpasoco.colostate.edu> to learn more about El Paso County Extension or <http://extension.colostate.edu> to learn more about CSU Extension. The El Paso County 4-H program enrolls 462 youth participants in 4-H clubs and 212 adult and youth volunteers who work with the 4-H Extension team to implement the El Paso County 4-H program. Two 4-H STEM AmeriCorps members provide STEM education in out-of-school time venues to underserved youth audiences. The El Paso County Extension office is staffed by a county director; two 4-H agents; a family and consumer sciences agent; two support staff; two AmeriCorps members; and several county program coordinators and associates.

APPLICATION PROCESS AND DEADLINE: For full consideration, all materials must be **RECEIVED no later than 11:59 PM Mountain Time on Tuesday, August 6, 2019**. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcripts of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number prior to submission. Only one document upload is allowed, no larger than 9 megabytes. Please convert all transcript pages into one PDF File to upload.
- Please note, contact information for 4 professional references will be requested of applicants should you move forward in the interview process.
- Special Required Documentation:
 - Statement (no more than 5 pages) of how you meet all the "Required" and "Preferred" criteria listed in the Vacancy Announcement. Please respond to each bullet point separately. Only one document upload is allowed, no larger than 9 megabytes. Please convert your Statement pages into one PDF file.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email oeo@colostate.edu. For questions regarding the job vacancy, responsibilities, and salary, please contact JoAnn Powell at (970) 491-7887 or joann.powell@colostate.edu. Candidates moving forward in the process will be contacted within 15 working days after the deadline. Next steps and interview dates will be shared at that time.

PURPOSE OF POSITION: Colorado State University Extension and El Paso County are seeking a youth development professional with a proven track record of effective communication, volunteer management, building program capacity, creating innovative programming, and fostering positive working relationships with both internal and external partners and 4-H program participants. The individual in this position is a member of the local county Extension team and a local representative of Colorado State University and El Paso County. As a member of the El Paso County 4-H team, this individual will be responsible for overall leadership of the 4-H club program and have specific responsibility for the family consumer sciences, natural resources, general, shooting sports, and leadership projects and committees. They will supervise the 4-H STEM AmeriCorps afterschool program and engage El Paso County youth through additional 4-H delivery methods incorporating STEM and workforce skills into their 4-H programming. This individual works in partnership with other El Paso County 4-H staff members and the 4-H and youth development community. This agent works under the supervision of the El Paso County Extension director and receives guidance and support from the State 4-H office.

A successful candidate without a completed master's will be required to complete a master's degree relevant to their Extension position within 5 years from the start of employment. Failure to do so will result in termination unless a compelling reason is accepted by the Director of Extension. Colorado State University provides employees with up to 9 credit hours of tuition assistance annually; guidelines are available at: <https://tinyurl.com/yct2wxc4>. A completed master's degree adds \$3000 to an employee's base salary.

ESSENTIAL JOB DUTIES

Program Planning, Development, Delivery, Evaluation and Reporting: 45%

- As a member of the 4-H team, provide leadership for the El Paso County 4-H youth development club program including needs assessment, program development, implementation, evaluation, and reporting that supports the growth and development of life skills for both youth and adult audiences.
- Provide leadership and support for the El Paso County 4-H club shooting sports, family and consumer science, general, natural resources and leadership programs and committees.
- As a member of the 4-H team, provide leadership and guidance for the 4-H leader's council, the 4-H Youth Council and the 4-H Ambassador program.
- Recruit, supervise, and guide AmeriCorps members, volunteers and interns in meeting specific program delivery and youth development goals.
- Support efforts to recruit youth and adults into the 4-H program including reaching out to underserved and underrepresented audience.
- Work with and through volunteers and partners to incorporate life skills, STEM education and workforce skills into 4-H programming.
- Actively participate in Extension work teams to provide youth development expertise for program development, delivery and evaluation efforts statewide.
- Use a variety of education and information delivery modes, including social media, to enhance program and information availability and access.
- Seek out and manage external funding, personnel and in-kind resources to support programming efforts.
- Participate in professional development opportunities.
- Assure compliance with civil rights and affirmative action policies.

Note: % of job assigned to this duty may be changed as the program develops.

Volunteer Recruitment, Development and Management: 30%

- As a member of the 4-H team, provide leadership and support for an active, ongoing adult and youth volunteer-based program including volunteer recruitment, selection, orientation, education and training, motivation, evaluation, recognition and on-going support.
- Develop relationships with and provide leadership opportunities and training to 4-H adult leaders that will increase their effectiveness in working with youth, support positive youth development, positively impact program delivery, and retain their commitment as volunteer leaders over time
- Prepare volunteers to take on increasing leadership, mid-management, and public education/information roles.

Note: % of job assigned to this duty may be changed as the program develops.

Initiate and Develop Relationships and Partnerships: 15%

- As part of the 4-H team, provide leadership and support for engaging a broad range of stakeholders through various 4-H and local youth development advisory councils and committees in the work of identifying and addressing priority local youth development needs.
- Foster effective communications and develop strong partnerships with Extension staff, county departments, local schools and other youth serving organizations, Colorado State University staff, community leaders, agencies and institutions to enhance strong program development, delivery and evaluation.
- Work with the county, community partners, 4-Hers and volunteers to implementation and participate in 4-H events and activities including the El Paso County and State Fairs, 4-H Achievement Night, youth and adult leadership conferences, teams, shows, trainings, and orientations. This work will include weekends, evenings and overnights.
- Work with the El Paso County Fair Board and associated committees to represent the 4-H program in regards to policy, procedures and best practices in planning and implementing the El Paso County Fair.

Note: % of job assigned to this duty may be changed as the program develops.

Administration and Supervision: 10%

- Manage the CSU 4-H STEM AmeriCorps program for El Paso County Extension in cooperation with the CSUE AmeriCorps program manager. This agent will be responsible for AmeriCorps member selection and supervision, local orientation, program delivery, measurement, reporting and day-to-day management.
- Supervise temporary 4-H staff.
- In partnership with the El Paso County 4-H team, manage an annual budget of up to \$15,000.

Note: % of job assigned to this duty may be changed as the program develops.

SALARY: The salary range for this position is \$42,000 - \$56,000. Starting salary will be commensurate with education and experience.

REQUIRED JOB QUALIFICATIONS:

- Completed bachelor's degree. Degree must have been conferred in education, youth development, science, family consumer education, leadership, community engagement or a closely related field. A successful candidate without a completed master's will be required to complete a master's degree relevant to their Extension position within 5 years from the start of employment. Failure to do so will result in termination unless a compelling reason is accepted by the Director of Extension.
- Prior professional experience managing or delivering youth development programming.
- Demonstrated experience managing volunteers including recruitment, training, evaluation and recognition.
- Demonstrated experience working with people as individuals and in groups, including the ability to develop working relationships, forge equitable and successful partnerships, facilitate group work and discussions and manage conflicts among groups and individuals.
- Evidence of leadership, drive and initiative. Must be a self-starter.
- Evidence of the ability to work effectively in a team-oriented programming environment.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Knowledge of and/or experience with methods of conflict resolution, mediation, and/or group facilitation.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

PREFERRED JOB QUALIFICATIONS:

- Bilingual (Spanish and English).
- Completed master's degree.
- Demonstrated experience working with diverse youth and adult audiences; this may include but is not limited to persistent effort, intentional programming, community engagement, allocation of resources and/or accountability for diversity outcomes.
- Demonstrated experience in audience needs identification, program development and evaluation.
- Evidence working with others to create and/or implement guidelines, rules and policies.
- Experience working with advisory committees.
- Experience with cost recovery, grants or fundraisers that develop resources to support programming.
- Experience in marketing, promoting or creating public awareness of programs and opportunities including using social and mass media (e.g., TV, Internet, Facebook, newspaper, etc.).

BENEFITS: Based on full-time employment. Twenty-four working days vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available. Available personal transportation required, travel allowance provided. A full description of benefits is available at: <http://www.hrs.colostate.edu/benefits/>.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services. The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407. The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

BACKGROUND CHECK: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Application process and additional information may be obtained at <http://jobs.colostate.edu/postings/68978>