

Colorado State University Extension
Job Vacancy:
Extension Program Associate – 1.0 FTE
4-H Youth Development/Office Administrator
Sedgwick County, Julesburg, CO

Sedgwick County is a member of the Golden Plains Area (GPA) and is a partnership between Kit Carson, Phillips, Sedgwick, Washington and Yuma counties. Thirteen Extension Agents from the five offices across the Area deliver diverse programming and work cooperatively with some of Colorado's most progressive agricultural producers and related agencies.

Sedgwick County has approximately 90 4-H members enrolled in four organizational clubs in 2016. These members enrolled in 22 different projects with livestock, shooting sports and general projects being the most active projects. **Julesburg** is the county seat of Sedgwick County. Sedgwick County is a rural county of approximately 2,380 located in the northern portion of the GPA. It features a quality educational system, health care facilities and staff, and numerous recreational opportunities. To learn more about Colorado State University Extension, go to <http://www.ext.colostate.edu>. For more information regarding the Golden Plains Area Extension, please refer to <http://goldenplains.colostate.edu/>.

APPLICATION PROCESS AND DEADLINE: All materials must be **RECEIVED** no later than **11:59 PM Mountain Time on 04/20/2017**. Please submit the following to Chris Beckman, Sedgwick County Clerk and Recorder:

- Sedgwick County Application for Employment
- Resume
- Cover letter
- 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.
- If applicable, Transcripts of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number prior to submission.

For questions regarding the application process, contact Chris Beckman at 970-474-3346 or cbeckman@sedgwickcountygov.net. For questions regarding the job vacancy and responsibilities, please contact Dennis Kaan at dennis.kaan@colostate.edu, or (970) 345-2287.

PURPOSE OF POSITION: To provide leadership, guidance, direction and implementation of Colorado State University Extension 4-H Youth Development program in Sedgwick County. The person will work in a unified manner and coordinate with Extension staff in the GPA, Peaks and Plains Region and Colorado State University. This position will also serve as the Office Administrator for the Sedgwick County Extension office.

SPECIFIC JOB DUTIES: The office for this position is in Julesburg, CO. The individual is a local representative of Colorado State University, is a member of 12 professionals in the five county area, and works under the supervision of the GPA Extension Director. The successful candidate will:

Program Planning, Development, Delivery, Evaluation and Reporting

- Assume responsibility for overall planning, coordination, implementation and evaluation of the total 4-H program involving youth and leaders to ensure an active and growing program.
- Work closely with other Extension staff in the area to assess needs, develop plans and identify resources for developing, organizing, implementing and evaluating the total 4-H program.
- Develop, implement, evaluate and report impacts of countywide non-credit educational 4-H youth development programming in Sedgwick County.
- Work cooperatively with 4-H and Livestock Agents to provide appropriate educational opportunities to 4-H Youth development livestock project leaders and/or members to ensure integration of current best management practices, legal requirements and meat quality assurance into the 4-H livestock programs.
- Promote youth development through in-school and after-school efforts.
- Travel to and participate in professional development, evening and weekend events and periodic activities requiring overnight stays.
- Work closely with the Sedgwick County Fair Board, Superintendents and FFA Advisor preparing for the Sedgwick County Fair. Coordinate fair management software usage with all entities. Coordinate with the Fair Board to edit 4-H sections of the Fair Book.
- Seek to offer new opportunities for 4-H youth, leaders, and parents through new and innovative opportunities, with the goal of expanding the involvement, reach, and effectiveness of the 4-H program.

- Involve underserved, non-participating sectors of the communities in 4-H and other youth development activities.

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

Volunteer Recruitment, Development and Management

- Recruit and provide leadership opportunities and training for 4-H volunteer leaders that will enable their effectiveness in working with youth and retain their commitment over sustained periods of time.

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

Initiate and Develop Relationships and Partnerships

- Work with other youth serving organizations and agencies to help provide a comprehensive youth development program.
- Work closely with citizens, advisory and other groups, and local, state, and federal agencies in determining program needs and direction.
- Maintain effective communication with Colorado State University personnel, community leaders, and local, state, and federal agencies and organizations to enhance strong program development, delivery and evaluation.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.
- Provide leadership and program assistance with other activities as assigned.

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

Office Administration

- Use entrepreneurial skills to find and/or generate external funding sources (grants, contracts, gifts, user fees, etc.) to help support county and programming efforts.
- Help assure communication within the office and with county commissioners and other appropriate stakeholders.
- Perform bookkeeping and record keeping in accordance with public finance standards related to appropriated Extension office budget including processing all bills received by the office and writing vouchers or checks to pay bills; coordinate budget balances with Sedgwick County Commissioner's office and Golden Plains Area Director's office.
- Manage a non-appropriated budget of approximately \$7,800 including support for cost recovery and revenue generation; manage a 4-H grant budget of approximately \$3,000 annually; manage Project Awards Fund for Sedgwick County Fair; coordinate annual Seedling Tree Sales program with all agents in the office.
- Maintain 4-H Online enrollment database.
- Filing routine correspondence, materials and information; maintain office supply inventory
- Maintain Community Room calendar adjacent to the Extension office.

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

SALARY: The salary range for this position will be from \$30,000 to \$37,000. This is a fully county funded position. Starting salary will be commensurate with education and experience.

EDUCATION AND EXPERIENCE REQUIRED:

- Completed high school diploma or GED required, associate or bachelor's degree preferred. College coursework or degree must be in agriculture, animal science, natural sciences, youth development, education, agricultural education or a closely related field.
- Background, work experience, coursework, or degree that demonstrates expertise in livestock production. Background, work experience, course work related to accounting principles and practices a plus.
- Course work or prior experience or evidence of capacity to conduct effective educational programs for youth and adult audiences.
- Demonstrated skill working with people as individuals and in groups.
- 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.
- Understanding of different ethnic and socioeconomic audiences, commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Demonstrated leadership ability.
- Evidence of drive and initiative.

EDUCATION AND EXPERIENCE PREFERRED:

- Experience in audience needs identification and evaluating results of programs and projects, including development of appropriate evaluation instruments.
- Experience in the management of educational programs.
- Experience in effectively translating and communicating technical information to lay people.
- Appreciation and understanding of rural communities and an interest in working with people in a rural environment.
- Professional experience with/knowledge of Extension and the Land-Grant University System.
- Successful experience in developing financial support for educational programs including grant writing, fund raising, contracting, and/or cost recovery efforts.
- Ability to speak Spanish.

BENEFITS: Based on the current funding level and salary structure, this position qualifies for health insurance coverage, eight hours of vacation time and eight hours of sick leave per month and contribution to retirement fund.

Applicant must have a valid driver's license and personal transportation, travel allowance provided.

Sedgwick County does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Sedgwick County 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.

BACKGROUND CHECK: Sedgwick County 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://www.sedgwickcountygov.net/jobs/>

Deadline 11:59 pm Mountain Time 04/20/2017