



COLORADO STATE UNIVERSITY EXTENSION

Job Vacancy #08-20 **Extension Agent** **4-H Youth Development/Leadership** **Larimer County, Fort Collins, 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](#) that guide our mission and vision of access, teaching, service and engagement.

Larimer County is the ninth-largest county at 2,640 square miles, and the sixth-largest county in population with over 310,000 residents. Located in north-central Colorado, Larimer County is a county of contrasts ranging from the high mountains of Rocky Mountain National Park in the west to foothills and plains along the Interstate 25 corridor. The majority of the population resides in Fort Collins and Loveland. There are three school districts in the county. The median household income is \$75,800. There is a commitment to preserving agriculture, its heritage, and open space in an urbanizing county. Larimer County offers a variety of attractive residential choices, excellent schools, parks, greenbelts and trail systems, recreation, cultural opportunities, and an inviting quality of life. Fort Collins is home to the Colorado State University campus. To learn more, visit the Larimer County website at www.larimer.org.

The Larimer County 4-H program is the largest traditional club program in Colorado with 1100 members. An additional 600 members participate in 4-H outreach programs. Three hundred seventy-five adult volunteers support the club program. The fourteen Extension staff members consist of the director, six Extension agents including this position, agriculture/natural resources, horticulture, and family and consumer science, and several coordinators, community educators, and support staff. To learn more, visit the Larimer County Extension website at <https://larimer.extension.colostate.edu>. To learn more about CSU Extension, visit <http://extension.colostate.edu>.

APPLICATION PROCESS AND DEADLINE: For full consideration, all materials must be **RECEIVED no later than 11:59 PM Mountain Time on Tuesday, April 14, 2020**. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcript of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number.
- Special Required Documentation - Statement (no more than 5 pages) of how you meet all applicable "Required" and "Preferred" Job Qualifications. Please respond to each bullet point separately.

All applicants will be contacted approximately 15 working days after the deadline regarding their status. Next steps and interview dates will be shared to those moving forward. Four professional references will be requested of applicants that advance in the interview process.

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 Keith Maxey at (970) 400-2066 or keith.maxey@colostate.edu.

PURPOSE OF POSITION: This position develops, markets and delivers non-credit educational programming in response to community needs. The position will lead and direct a diverse and inclusive 4-H youth development program in Larimer County. This individual will provide overall leadership and guidance for the 4-H program, as well as have programmatic responsibility for several areas including family and consumer sciences, general projects, and youth and adult volunteer development. Larimer County's goal is to make 4-H the program of choice among youth and adults seeking opportunities for personal development, engagement, community building, fun, and preparation for successful futures. The individual in this position works as a member of the Larimer County Extension team and as a local representative of Colorado State University. This individual works under the guidance and supervision of the Larimer County Extension director and receives guidance and support in implementing the local 4-H program from the State 4-H Office.

Extension 4-H agents' work schedules vary but they are expected to be available during key times for our 4-H members, leaders, and families. There are times throughout the year that require nights, weekends, and long hours. Flexibility in scheduling; night, weekend, and overnight work (able to be scheduled in advance) is required. CSU Extension is committed to helping employees achieve a positive work-life balance. To assist with this effort, Extension encourages professional scheduling to meet the needs of the 4-H members, leaders, and volunteers.

ESSENTIAL JOB DUTIES

Volunteer Recruitment, Development and Management: 40%

- As part of the 4-H team, provide leadership and support for an active, ongoing, diverse adult and youth volunteer-based program including volunteer recruitment, selection, background checks, orientation, education and training, motivation, evaluation, recognition, and support.
- Develop and implement local 4-H volunteer practices consistent with the state 4-H program policies and procedures.
- 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 management, leadership, and education and training roles in support of 4-H youth development programs; and incorporate STEM education and development of workforce skills into 4-H programming.
- Create an environment that inspires volunteers to learn, serve, and contribute to the development of youth, community, and self.

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

Program Planning, Development, Delivery, Evaluation and Reporting: 40%

- As a member of the 4-H team, provide leadership for the Larimer 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 Larimer County 4-H family and consumer science, general, natural resources, Cloverbud, and leadership programs and committees.
- Develop and promote culturally appropriate programming that is inclusive of youth and adult audiences that are diverse and/or underserved; assure compliance with civil rights and affirmative action policies.
- In collaboration with the 4-H team, provide support and guidance to various 4-H councils and committees such as leader's council, youth council, the ambassador program, and specific project committees.
- Use a variety of education and information delivery modes, including social media, to enhance program and information availability and access.
- Actively engage in interdisciplinary programming and expertise sharing in the local office and Front Range Region, participating in one or more statewide 4-H youth development Extension program and reporting work teams.
- Provide oversight of program financial resources (internal and external).
- Participate in professional development, evening and weekend events, and occasional events requiring overnight stays.

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

Initiate and Develop Relationships and Partnerships: 20%

- As part of the 4-H team, provide leadership to expand partnerships with youth development organizations, advisory councils, after-school initiatives, and other community groups to collaboratively identify priority youth development and 4-H needs.
- Work with partners, planning committees, volunteers, and youth to ensure an appropriate and exemplary 4-H and Extension presence and participation at the Larimer County Fair, the National Western Stock Show, the Colorado State Fair, and other state and local 4-H events.
- Develop strong working relationships and effective communications with local Extension staff, university staff, Extension and State 4-H Office staff, local schools, Larimer County government and departments, local foundations, and other youth-serving organizations to enhance funding and implementation of youth development and 4-H programming.
- Seek internal and external partnerships, funding, and resources to support programming efforts.

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

SALARY: Salary range is \$45,000 - \$60,000. Starting salary will be commensurate with education and experience.

REQUIRED JOB QUALIFICATIONS:

- Completed master's degree conferred prior to start of employment.
- One degree must have been conferred in education, agriculture, family and consumer sciences, leadership, social sciences, natural resources, science, youth development, non-profit management, or a closely related field.
- Minimum two years professional youth development program experience including development of policies and procedures to implement the program.
- Minimum two years professional volunteer development, leadership and management experience.
- Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations and to work effectively as a member of a multi-disciplinary team.
- Evidence of drive, initiative, and leadership.
- Ability to successfully communicate with and teach individuals and groups, facilitate conversations and manage conflict, and write for a variety of audiences and delivery modes including social and mass media.
- Prior professional experience delivering educational programs for diverse audiences including: audience needs identification, educational program development, delivering programs, evaluating program results, reporting outcomes, and using technology to manage and deliver programs.

- Demonstrated use of technology in managing and/or delivering educational programs.
- 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:

- Successful experience developing financial support for educational programs: grant writing, fundraising, contracting, or cost recovery.
- Experience marketing, promoting, or creating public awareness of programs and opportunities.
- Bilingual and biliterate in English and Spanish.

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 Acting Title IX Coordinator is the Assistant Vice President for Student Affairs, 201 Administration Building, Fort Collins, CO. 80523-8004, (970) 491-5312.

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 (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

Application process and additional information may be obtained at <http://jobs.colostate.edu/postings/75778>