To assure full consideration, all application materials must be received by July 30, 2015.

**Position Title**
Assistant University Extension Educator, non-extended term track, 4-H Youth Development.
Campbell County, Gillette WY. **Position #4842.**

**Level & Salary**
Assistant University Extension Educator, non-extended term track. Subject to annual reappointment and contingent upon availability of funds. Actual salary commensurate with education and experience.

**Location Description**
Campbell County is located in northeast Wyoming, approximately 100 miles from the Black Hills and 70 miles from the Big Horn Mountains. Known as America’s Energy Capital of the Nation, Campbell County produces more than 30 percent of the nation’s coal and is rich in oil, natural gas, and coal bed methane. Gillette began as a railroad hub in the 1890’s and ranching continues to be an important industry on northeast Wyoming’s wide-open ranges and rolling plains. Population of the county is approximately 46,000 with Gillette being the county seat and comprising the majority of that population (approximately 29,000). Campbell County is rich in western and agricultural history, but is poised for new and diverse opportunities. Major industries are coal, oil, and agriculture.

**Nature & Purpose**
This position provides educational programs in the area of 4-H Youth Development in Campbell County; assists with traditional and non-traditional 4-H and youth programs; participates in the State 4-H Youth Development Initiative Team and the Sheridan, Johnson, Campbell, Crook and Weston (Northeast) Area Team; and, supports general Extension functions in Campbell County. Campbell County has 531 4-H members and 144 volunteer leaders.

**Responsibilities and Essential Duties**
The individual in this position works as a representative of the University of Wyoming (UW) as an assistant to the primary UW 4-H and Youth Development Educator for Campbell County. As such, this position reports to and is directly supervised by the primary UW 4-H Youth Development Educator in Campbell County.

Principal responsibilities include, but are not limited to: delivery of a comprehensive 4-H youth development program. This function is realized through existing and new youth clubs, school enrichment activities, and other educational programming. Duties include:

- Implement educational programs, policies, materials, and activities as part of the overall efforts of the Wyoming 4-H program and the identified needs of Campbell County clientele.
- Organize, coordinate, and support participation in 4-H events, camps, clinics, contests, and fairs.
- Provide leadership in recruiting, training, and retention of adult volunteers.
- Provide leadership in recruiting and retaining youth members in clubs.
- Provide leadership and support to 4-H Clubs, 4-H Councils, and project committees.
- Provide information to volunteers, youth, and parents regarding educational opportunities through the use of e-mail, social media, applications, and print communication formats.
- Foster relationships and develop partnerships with other youth serving groups, schools, or organizations.
- Coordinate registration, supervision, and transportation for participants in 4-H related events held in other counties, across the state, or out of state.
• Implement program evaluation, documentation, and reporting.
• Provide administrative oversight to financial and fundraising efforts involving 4-H youth and volunteers.
• Foster a culture of positive youth development in all 4-H programming efforts.
• Contribute to various teams including county office, multi-county area, state 4-H initiative, youth issues, and other UW Extension initiative teams.
• A valid driver’s license and serviceable/insured vehicle.
• The ability to participate in physically active educational experiences.

Minimum Qualifications (Required)
• Completed application (To include UW application http://www.uwyo.edu/uwe/jobs; detailed letter of intent as described under application procedures, resume, copy of transcripts, and letters of reference. We recognize that reference letters may not be received by the deadline and are out of the applicant’s control, but will be forthcoming.
• An earned bachelor’s degree with academic training and/or professional experience relevant to the responsibilities of the position.
• Valid driver’s license.
• Prior 4-H experience.
• Demonstrated knowledge of positive youth development principles and teaching methods.
• Demonstrated skills and abilities to organize and facilitate educational programs and activities such as; contests, workshops, camps, and/or fairs as part of the 4-H program.

Preferred Qualifications
• Experience recruiting, training, and managing adult volunteers.
• Academic training and/or experience to support mastery of specific 4-H projects.
• Demonstrated knowledge of educational program development, implementation and evaluation.
• Experience teaching youth and adult audiences.
• Excellence in ability to communicate orally and in writing. Evidence documented through application materials and experience.
• Experience in developing partnerships with other youth serving organizations and fostering positive relationships with community stakeholders.
• Demonstrated teamwork.

• Experience with underserved and/or diverse youth audiences.
• Demonstrated knowledge of Extension and the land-grant university system.
• Demonstrated knowledge of and appreciation for rural and agricultural communities.

Approximate Time Distribution
4-H and Youth 100%

Required Application Materials
• Detailed letter of intent specifically addressing your qualifications relative to the responsibilities of the position.
• Completed University of Wyoming employment application found at http://www.uwyo.edu/uwe/jobs.
• Current resume or curriculum vitae.
• Copies of all college transcripts; official transcripts required at time of hiring.
• Four (4) letters of reference from individuals who can address your professional qualifications.

Contact for application information/send completed information packet to:
Ann Roberson, Administrative Associate
University of Wyoming Extension
1000 E. University Ave., Dept #3354
Laramie, WY 82071
Phone: (307) 766-3566
Fax: (307) 766-3998
E-mail: mrober38@uwyo.edu

For specific position information, contact:
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Phone: (307) 766-5124
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Glen Whipple
Director