

Assistant University Extension Educator, 4-H Youth Development Weston County, Newcastle, Wyoming

Weston County has it all—from tree covered hills to wide open prairies and rolling plains. Sitting snug up against the Black Hills with the Thunder Basin Grassland spreading to the southwest, Weston County is a special place to live, work, and enjoy the outdoors. Newcastle, the county seat, is approximately 79 miles from Rapid City, South Dakota. The estimated county population is 6,927, and the population of Newcastle is 3,445. The town of Upton and the community of Osage are also located in Weston County.



POSITION TITLE

Assistant University Extension Educator, 4-H Youth Development
Weston County, Newcastle, WY. [Job ID #212869](#).

LEVEL & SALARY

Assistant University Extension Educator – subject to annual reappointment and contingent upon availability of funds. Actual salary commensurate with education and experience.

APPROXIMATE TIME DISTRIBUTION

4-H and Youth – 100%

JOB PURPOSE

This position provides educational programs in the area of 4-H Youth Development in Weston County; provides leadership for traditional and non-traditional 4-H and youth programs; and supports general Extension functions in Weston County. Weston County has 172 4-H members and 15 volunteer leaders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The individual in this position works as a representative of the University of Wyoming (UW) in the 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 Weston County clientele.
- Organize, coordinate, and support participation in county fairs, 4-H events, camps, clinics, and contests.
- 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.

To assure full consideration, all application materials must be received by January 3, 2022. Screening will continue until a suitable candidate is identified.

UW is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please call (307) 766-2377 or email jobapps@uwyo.edu.

ESSENTIAL DUTIES AND RESPONSIBILITIES, CONTINUED

- 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.

PLEASE NOTE: Duties of this position often include physical activities associated with experiential learning. The University of Wyoming is an EEO/Affirmative Action employer and employees with disabilities may request reasonable accommodations.

MINIMUM QUALIFICATIONS (REQUIRED)

- An earned Bachelor's degree with academic training and/or professional experience relevant to the responsibilities of the position.
- Valid driver's license.
- Demonstrated prior 4-H experience.
- Knowledge of positive youth development principles and teaching methods.
- Demonstrated skills and abilities to organize and facilitate educational programs and activities such as; county fairs, contests, workshops, and/or camps 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.
- Knowledge of Extension and the land-grant university system.
- Knowledge of and appreciation for rural and agricultural communities.

REQUIRED APPLICATION MATERIALS

- Completed online UW application
- Detailed letter of intent specifically addressing qualifications relative to the responsibilities and qualifications of the position
- Current resume/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.

**FOR APPLICATION INFORMATION, QUESTIONS ON TRANSCRIPTS OR REFERENCE LETTERS,
CONTACT:**

Ann Roberson, Business Manager, University of Wyoming Extension
Phone: (307) 766-3566; Email: mrober38@uwyo.edu

FOR SPECIFIC POSITION INFORMATION, CONTACT:

Mandy Marney, Associate Director, University of Wyoming Extension
Phone: (307) 799-8740; Email: amarney@uwyo.edu

Link to the position through the University of Wyoming's job portal: https://eeik.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/212869/?utm_medium=jobshare