4-H Youth Development Extension Educator
Campbell County, Gillette, Wyoming

POSITION TITLE
Assistant University Extension Educator, non-extended term track, 4-H Youth Development, Campbell County, Gillette, Wyoming. Job ID # 222847.

LEVEL & SALARY
Assistant University Extension Educator. Subject to annual reappointment and contingent upon availability of funds. Actual salary commensurate with education and experience.

NATURE & PURPOSE
This position assists with providing educational programs in the area of 4-H Youth Development in Campbell County; assists with traditional and non-traditional 4-H and youth programs; contributes 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 592 4-H members and 115 volunteer leaders.

APPROXIMATE TIME DISTRIBUTION
4-H and Youth 100%

ESSENTIAL DUTIES & 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 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.

To assure full consideration, all application materials must be received by October 31, 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.
• 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.

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.
• 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.

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 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.

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:
Amanda Marney, Associate Director, University of Wyoming Extension
Phone: (307) 766-5124; Email: amarney@uwyo.edu
To learn more about Extension work, see the online Western Regional Program Leaders Committee (WRPLC) modules at http://wrpl.cahnrs.wsu.edu.

Link to the position through the University of Wyoming’s job portal: https://eeik.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_/job/222847/?utm_medium=jobshare