

## Assistant University Extension Educator—4-H Youth Development Sublette County, Pinedale, Wyoming

*Pinedale is the county seat in Sublette County, with a population of about 2,030 people. The county has a population of approximately 8,728 which also includes the communities of Big Piney and Marbleton. Pinedale is at the foot of the Wind River Mountain Range and is close to numerous wilderness areas and national parks, including Yellowstone and Grand Teton. Western Wyoming provides unparalleled outdoor recreational opportunities. See [www.visitpinedale.org](http://www.visitpinedale.org) for more information.*



### **POSITION TITLE**

Assistant University Extension Educator, 4-H Youth Development, serving Sublette County, Pinedale, WY. Job ID [#223160](#).

### **LEVEL & SALARY**

Assistant University Extension Educator—salary level commensurate with education, experience and availability of funds.

### **LOCATION DESCRIPTION**

This position is located in Pinedale, Wyoming.

### **NATURE & PURPOSE**

This position provides educational programs in the area of 4-H Youth Development in Sublette County; provides leadership for traditional and non-traditional 4-H and youth programs; and supports general Extension functions in Sublette County. Sublette County has approximately 250 4-H members and 60 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 Sublette 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

*Position is open until filled. Complete applications received by 12/8/2022 will receive full consideration.*

*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](mailto:jobapps@uwyo.edu).*

- 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, youth issues, and other UW Extension initiative/focus 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.

### **REMOTE WORK ELIGIBILITY**

This position provides vital support to Sublette County clientele and requires the successful candidate be available to work in the local Sublette County Extension office.

### **MINIMUM QUALIFICATIONS**

- An earned Bachelor's degree with academic training and/or professional experience relevant to the responsibilities of the position
- Valid driver's license with a motor vehicle record (MVR) that is compliant with the University Vehicle Use Policy
- 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; contests, workshops, camps, and/or fairs as part of the 4-H program

### **DESIRED 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 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
- College transcripts, unofficial transcripts accepted for application; official transcripts required at hiring
- Contact information for four (4) 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](mailto:mrober38@uwyo.edu)

**FOR SPECIFIC POSITION INFORMATION, CONTACT:**

Amanda Marney, Senior Associate Director, University of Wyoming Extension  
Phone: (307) 799-8740; Email: [amarney@uwyo.edu](mailto:amarney@uwyo.edu)

To learn more about Extension work, see the online WRPLC modules at <http://wrpl.cahnrs.wsu.edu>.

Direct 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/223160/?utm\\_medium=jobshare](https://eeik.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/223160/?utm_medium=jobshare)