Position Title

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

Job Purpose
This position provides educational programs in the area of 4-H Youth Development in Natrona County; provides leadership for traditional and non-traditional 4-H and youth programs; and supports general Extension functions in Natrona County. Natrona County has approximately 408 4-H members and 54 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 Natrona 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

Screening begins January 22, 2023, and will continue until the position is filled.

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.
• 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 campus customers and requires the successful candidate be available to work in the local Natrona 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

APPROXIMATE TIME DISTRIBUTION
4-H Youth Development — 100%

REQUIRED MATERIALS
• Completed application (To include detailed letter of intent as described below, resume, UW application — http://www.uwyo.edu/uwe/jobs/index.html, copy of transcripts, and letters of reference. We recognize reference letters may not be received by the deadline and are out of the applicant’s control, but will be forthcoming.)
• A detailed letter of intent which specifically addresses your qualifications relative to the responsibilities and essential duties of the position.
• Current resume or curriculum vitae.
• Copies of all college transcripts; official transcripts required at time of 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

FOR SPECIFIC POSITION INFORMATION, CONTACT:
Mandy Marney, Senior Associate Director, University of Wyoming Extension
Phone: (307) 766-5124; Email: 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_/j/requisitions/preview/223742