

W Y O M I N G P O S I T I O N A N N O U N C E M E N T

**Agricultural and Applied Economics**

**Animal Science**

**Family and Consumer Sciences**

**Molecular Biology**

**Ecosystem Science and Management**

**Plant Sciences**

**Veterinary Sciences**

*To assure full consideration, all application materials must be received by November 17, 2017. Screening will continue until a suitable candidate is identified.*

**Position Title**

Assistant University Extension Educator, non-extended term track, 4-H Youth Development. Sheridan County, Sheridan, WY. Position #0191

**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**

Sheridan County is located in northern Wyoming, bordering Montana. The population of the county is 30,009. Sheridan County consists of the town of Sheridan, the county seat with a population of 17,954; the incorporated townships of Dayton, Ranchester, and Clearmont; and the unincorporated communities of Story and Big Horn. Sheridan County is located halfway between Yellowstone National Park and Black Hills of South Dakota, at the base of the Big Horn Mountains. Sheridan is surrounded by several historic sites: Fort Phil Kearney, Little Big Horn Battlefield, the Medicine Wheel, and Devil's Tower. Major industries in the county are energy related, including coal mining, oil and gas exploration, agriculture, and tourism. Sheridan is home to Sheridan College.

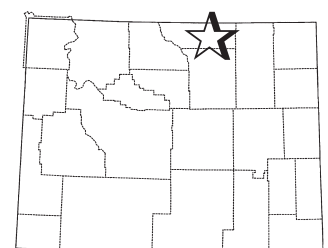
**Nature & Purpose**

This position provides educational programs in the area of 4-H Youth Development in Sheridan County; provides leadership for traditional and non-traditional 4-H and youth programs; participates in the State 4-H Youth Development Initiative Team and Northeast (Sheridan, Johnson, Campbell, Crook, and Weston) Area Team; and supports general Extension functions in Sheridan County. Sheridan County has 343 4-H members and 53 volunteer leaders.

**Responsibilities and Essential Duties**

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 Sheridan 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.



*Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, political belief, veteran status, sexual orientation, and marital or familial status.  
College of Agriculture and Natural Resources,  
University of Wyoming,  
Wyoming counties, and U.S. Department of Agriculture cooperating.*

- 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.
- 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.

### 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.

### Approximate Time Distribution

4-H and Youth Development - 100%

### Required Application Materials

- Completed online UW application including uploading a detailed letter of intent specifically addressing qualifications relative to the responsibilities and qualifications of the position and a current resume/curriculum vitae all as one document.
- The University of Wyoming online employment application can be found at [https://jobs.uwyo.edu/psp/EREC/UWEXTERNAL/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?SiteId=6](https://jobs.uwyo.edu/psp/EREC/UWEXTERNAL/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=6)
- 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.\*

*\*Transcripts and letters of reference should be sent to Ann Roberson.*

### Contact for application information/send transcripts and reference letters 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](mailto:mrober38@uwyo.edu)

### For specific position information, contact:

Mary Kay Wardlaw, Associate Director  
 University of Wyoming Extension  
 Phone: (307)766-5124  
 Fax: (307)766-3998  
 Email: [wardlaw@uwyo.edu](mailto:wardlaw@uwyo.edu)

*The University of Wyoming is an Equal Employment Opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see [www.uwyo.edu/diversity/fairness](http://www.uwyo.edu/diversity/fairness). We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.*