To assure full consideration, all application materials must be received by December 3, 2018.

**Position Title**
Assistant University Extension Educator, non-extended term track, 4-H Youth Development.
Converse County, Douglas, WY. Position #4365

**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**
Converse County is located in the eastern region of Wyoming, with an area of 4,252 square miles and a population of 14,236. This position will be based in Douglas, Wyoming. Douglas, the county seat, is located along the banks of the North Platte River on the Oregon Trail. Today, Douglas has a population of 6,836 and a diversified economy and cutting edge communications. The principal economic activities in the county are ranching, coal and oil production, and tourism. During the month of August, the Wyoming State Fair brings visitors from all over the state to Douglas.

**Nature & Purpose**
This position provides educational programs in the area of 4-H Youth Development in Converse County; provides leadership for traditional and non-traditional 4-H and youth programs; contributes to the State 4-H Youth Development Initiative Team, participates in the Converse, Natrona, and Niobrara (CNN) Area Team; and, supports general Extension functions in Converse County. Converse County has 170 4-H members and 45 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 Converse 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.
- 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 professional experience relevant to the responsibilities of the position.
- Valid driver’s license.
- Demonstrated 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.

Approximate Time Distribution
4-H and Youth 100%

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.

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

Contact for application, transcripts, and reference letter questions
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