

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 September 13, 2017. Screening will continue until a suitable candidate is identified.*

**Position Title**

Assistant University Extension Educator, non-extended term track, 4-H & Youth Development. Laramie County, Cheyenne, WY. This benefited position is currently .75 FTE with the potential of full-time pending renewal of grant funding. **Position # 4977.**

**Level & Salary**

Assistant University Extension Educator, non-extended term track. Subject to annual reappointment and contingent to availability of funds. Actual salary commensurate with education and experience.

**Location Description**

Laramie County is the most populated county in the state of Wyoming with 96,389 residents. Cheyenne, with a population of 62,845 is the capital of Wyoming, the seat of Laramie County, and the site of F.E. Warren Air Force Base. The major employer in the community is local, state, and federal governments. Cheyenne is strategically situated at a major transportation hub (the intersection of Interstates 25 and 80 and two major railroads), it is a developing center of commerce. Only 90 minutes north of Denver, Colorado, Cheyenne sits as the northern anchor city of the Front Range of the Rocky Mountains.

**Nature & Purpose**

This position provides educational programs in the area of 4-H Youth Development in Laramie County; provides leadership for traditional and non-traditional 4-H and youth programs; participates in the State 4-H Youth Development Initiative Team and Southeast (Albany, Carbon, Goshen, Laramie and Platte Counties) Area Team; and supports general Extension functions in Laramie County. This position will split time between working with the military 4-H program at FE Warren Air Force Base, Wyoming National Guard Installations, and the Laramie County 4-H program with an emphasis on areas of non-traditional programming.

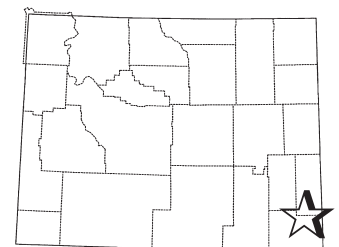
**Responsibilities and Essential Duties**

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 Laramie 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.

*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.*



- 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.
- The ability to participate in some evening, overnight, and weekend work.

serving organizations and fostering positive relationships with community stakeholders.

- 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.
- 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.
- Experience working with military organizations and families.

### Primary clientele served by this position

- Youth audiences interested in both traditional and non-traditional 4-H programs.
- Youth of military families based at FE Warren Air Force Base and National Guard Installations in Wyoming.
- Parents of 4-H youth.
- Volunteers assisting with the 4-H and youth development programs and activities, including the 4-H Council.
- Professionals involved with youth development such as school administrators and teachers.

### Approximate time distribution

4-H & Youth – 100%

### Minimum Qualifications (Required)

- Completed application (To include UW application <http://www.uwyo.edu/uwe/jobs>; detailed letter of intent as described under application procedures, resume, copy of transcripts, and letters of reference.) *We recognize that reference letters may not be received by the deadline and are out of the applicant's control, but will be forthcoming.*
- 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.

### 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)

### Preferred Qualifications

- Experience in developing partnerships with other youth

*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.*