Wyoming Position Announcement

To assure full consideration, all application materials must be received by March 31, 2020. Screening will continue until a suitable candidate is identified.

Position Title
4-H Youth Development Professional.
Johnson County, Buffalo, WY. Position #4032. Requisition #20000603.

Term & Salary
Subject to annual reappointment and contingent upon availability of funds. Actual salary commensurate with education and experience.

Location Description
This position will be located in the Johnson County Extension office in Buffalo, Wyoming. Buffalo is the Johnson County seat with a population of about 4,585 people and is located at the foot of the magnificent Bighorn Mountains. The county has a population of approximately 8,569. Johnson County is located in the northeastern part of the state and offers an abundance of wildlife and endless variety of outdoor experiences including hiking, backpacking, camping, fishing, hunting, mountain horseback riding, snowmobiling, skiing, and sightseeing.

Nature & Purpose
This position provides educational programs in the area of 4-H Youth Development in Johnson County; provides leadership for traditional and non-traditional 4-H and youth programs; contributes to the State 4-H Youth Development Initiative Team and Northeast (Sheridan, Johnson, Campbell, Crook and Weston Counties) Area Team; and supports general Extension functions in Johnson County. Johnson County has approximately 340 4-H members and 94 volunteer leaders.

Approximate Time Distribution
4-H Youth Development - 100%

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 Johnson 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.

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.

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
• College transcripts, unofficial transcripts accepted for application; official transcripts required at hiring
• Four (4) letters of reference from individuals who can address your professional qualifications
• The University of Wyoming online employment application can be found on the UW Human Resources site.

For application information, transcripts and reference letters questions contact:
Ann Roberson, Administrative Associate
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1000 E. University Ave., Dept. #3354
Laramie, WY 82071
Phone: (307)766-3566
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E-mail: mrober38@uwyo.edu

For specific position information contact:
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To learn more about Extension work, see the online WRPLC modules at:
http://wrpl.cahnrs.wsu.edu

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