To assure full consideration, all application materials must be received by February 25, 2019. Screening will continue until a suitable candidate is identified.

Position Title

Assistant University Extension Educator, non-extended term track, 4-H Youth Development. Campbell County, Gillette, WY. Position #4842.

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

Campbell County is located in northeast Wyoming, approximately 100 miles from the Black Hills and 70 miles from the Big Horn Mountains. Known as America’s Energy Capital of the Nation, Campbell County produces more than 30 percent of the nation’s coal and is rich in oil, natural gas, and coal bed methane. Gillette began as a railroad hub in the 1890s and ranching continues to be an important industry on northeast Wyoming’s wide-open ranges and rolling plains. Population of the county is approximately 46,242 with Gillette being the county seat and comprising the majority of that population (approximately 30,560). Campbell County is rich in western and agricultural history, but is poised for new and diverse opportunities. Major industries are coal, oil, and agriculture.

Nature & Purpose

This position assists with providing educational programs in the area of 4-H Youth Development in Campbell County; assists with traditional and non-traditional 4-H and youth programs; contributes in the State 4-H Youth Development Initiative Team and the Sheridan, Johnson, Campbell, Crook and Weston (Northeast) Area Team; and, supports general Extension functions in Campbell County. Campbell County has 660 4-H members and 199 volunteer leaders.

Approximate Time Distribution

4-H and Youth Development - 100%

Responsibilities and Essential Duties

The individual in this position works as a representative of the University of Wyoming (UW) as an assistant to the primary UW 4-H and Youth Development Educator for Campbell County. As such, this position reports to and is directly supervised by the primary UW 4-H Youth Development Educator in Campbell County.

Principal responsibilities include, but are not limited to: 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 Campbell 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 email, 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.

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.

Required Application Materials

Completed University of Wyoming employment application found at https://uwyo.taleo.net/careersection/00_ex/jobsearch.ftl?lang=en&portal=8100020604.

Detailed letter of intent specifically addressing your qualifications relative to the responsibilities of the position.

Current resume or curriculum vitae.

College transcripts, unofficial transcripts accepted for application; official transcripts required at time of hiring.

Four (4) letters of reference from individuals who can address your professional qualifications.

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

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

To learn more about Extension work, see the online Western Regional Program Leaders Committee (WRPLC) modules at http://wrpl.cahnrs.wsu.edu.

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