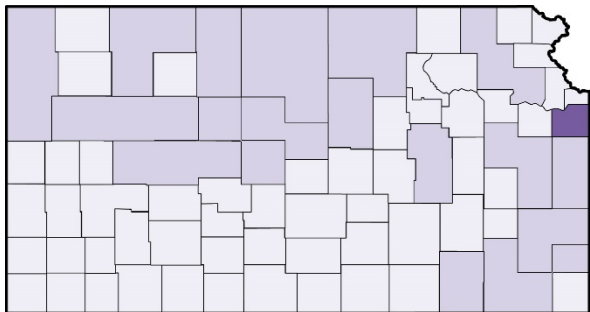


# Position Announcement



4-H Youth Development Agent works to make a positive difference in the lives of young people. This person will strive to create engaging learning opportunities for adult volunteers and youth. Kansas State Research and Extension is an organization that values individuals who excel, adapt easily, exhibit passion for helping others, and are excellent communicators. As a member of the Johnson County Extension team you will collaborate with the established 4-H community clubs as well as reaching out to new and underserved audiences. We have an excellent opportunity for a full-time position located in Olathe, Kansas and serving Johnson County. The two main focus areas for this position include 1) leading a vibrant and dedicated adult volunteer group who facilitate the 4-H program to our 634 community club members and 2) exploring avenues to grow 4-H programming.

Johnson County is a multi-agent county with seven agents and ten support staff. The 4-H program consists of 19 community clubs supported by over 300 adult volunteers. Additional youth are served through school enrichment, after-school programs and day camps. Overall in 2017, 30,417 youth participated in the office's efforts of providing quality Youth Development programming. The 4-H youth development agent provides programming to meet the needs of Johnson County families and youth collaborating with many community agencies and organizations. This position also supervises a 4-H program manager, school enrichment coordinator and office professional.

**TITLE:** Extension Agent

**PRIMARY AREA OF RESPONSIBILITY:** 4-H Youth Development

**LOCATION:** Johnson County, Olathe, Kansas

**APPLICATION DATE:** Screening of applications will begin February 27, 2018 and continue until the position is filled. This position is available on or after February 27, 2018, the starting date is negotiable.

**RESPONSIBILITIES:**

Extension agents are professional university educators who serve as a link between Kansas State University and communities across Kansas. Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

1. Provide overall leadership to: plan, develop, implement, promote, evaluate, and report on a comprehensive county 4-H Youth Development program for school-aged youth in cooperation with local citizens and county/state extension colleagues. Primary focus of this position is youth development, adult volunteer development, youth education program development, expanding partnerships, and participation and membership growth. Programming will include but is not limited to: supporting community clubs, out-of-school programs, school enrichment, volunteer management, and outreach to create new program opportunities with existing and new community partners.
2. Programming will include these steps:
  - a) Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water, community vitality, health, developing tomorrow's leaders and global food systems) by engaging with the 4-H program development committee and other community organizations and professionals.
  - b) Design and implement appropriate educational strategies to engage all stakeholders including youth, volunteers, staff, and community partners. These strategies might include delivering educational programming in a community-based setting, coordinating events and activities that provide experiential learning opportunities, communicating program vision and direction with clientele including the use of constantly evolving electronic technologies, i.e. social media, providing individual educational consultations, and facilitating groups seeking similar educational outcomes.
  - c) 4-H Youth Development works with families, volunteers and community partners, and must accommodate multiple schedules. Because of this, frequent evening and weekend work will be a required component of this position. Local, regional, statewide, and possible national travel required.
  - d) Market and represent Extension's interests to external partners and stakeholders in areas related to expertise.
  - e) Develop and implement innovative strategies to expand the reach of educational programming to under-served audiences and to make certain K-State Research and Extension is an equal opportunity provider of educational programming.
  - f) Develop specialized knowledge and skills by engaging as a member of a Program Focus Team.
3. Secure external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming.
4. Serve as an effective team member of the Johnson County team cooperating in the planning and delivery of county-wide programming and related events. Serve and volunteer for leadership roles as appropriate.



## QUALIFICATIONS

### Required:

- Bachelor's degree with professional development and experience appropriate to the needs of the position.
- Evidence of strong academic and/or professional performance as documented by college transcripts, acceptance into a graduate program or documented success in increasingly responsible professional positions.
- Demonstrated communication skills (i.e. publications, presentations, web and social media).
- Demonstrated ability to build and maintain positive relationships.
- Experience/training in the recruitment, training, mentoring and management of volunteers.
- Experience managing volunteers to achieve educational goals.
- Experience supervising staff to achieve educational goals.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

### Preferred:

- Master's Degree.
- Reside in Johnson County.
- Demonstrated ability to network with schools, agencies, businesses and communities. Demonstrated ability to build and maintain diverse networks.
- Knowledge of the Cooperative Extension Service and the land grant university system.
- Understanding of different ethnic and socioeconomic audiences and a commitment to developing and delivering both inclusive and targeted programming.
- Commitment to personal professional development.
- Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
- Ability to design, promote, implement and evaluate educational programs.
- Skills in group facilitation.
- Experience in developing financial support for educational programs including grant writing, fund generation, contracting and /or cost recovery efforts.

## SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT

1. Salary commensurate with professional experience and available funding as negotiated by the area extension director, the local extension board and the applicant. The base starting salary is \$39,000 for a BS degree with no professional experience and \$42,000 for a MS degree with no professional experience.
2. Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. Depending on the date of hire there is a minimum of 30-day waiting period for health insurance. For a complete list of benefits see: <http://www.k-state.edu/hcs/benefits/overview/>
3. Reimbursement for travel related to achieving program objectives.
4. New agents are provided approximately 15 days of new agent professional development on the K-State campus during the first six to nine months. These 15 days are spread out in four different weeks. In addition, new agents spend at least three weeks with a mentor agent during the first year.

## APPLICATION PROCEDURE

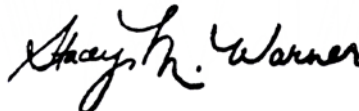
Submit application using the Kansas State University job application site: <http://careers.k-state.edu/cw/en-us/job/503151/johnson-county-4h-youth-development-extension-agent>

For more information about the position, contact Stacey Warner, Leader, Ext Operations, 785-532-5790, or [swarner@ksu.edu](mailto:swarner@ksu.edu).

To hear personal accounts from Extension Agents, preview videos at [www.ksre.k-state.edu/jobs](http://www.ksre.k-state.edu/jobs).

For more information about K-State Research and Extension, visit: [www.ksre.k-state.edu](http://www.ksre.k-state.edu).

**EQUAL EMPLOYMENT OPPORTUNITY:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.



**Stacey M. Warner**  
Leader, Extension Operations

1/29/2018  
Position #18-10

