



K-STATE
Research and Extension

Sedgwick County 4-H Youth Development Extension Agent



Lead dynamic youth and volunteer development extension programs in Sedgwick County, KS.

Apply online using our [application site](#).

For more information visit ksre.k-state.edu/about/careers.

POSITION DESCRIPTION AND RESPONSIBILITIES

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

ABOUT THIS ROLE

Title

Extension Agent.

Primary responsibility

4-H Youth Development programming.

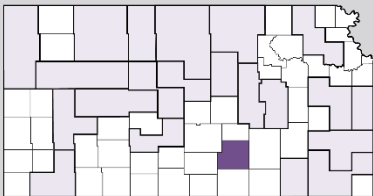
Application deadline

Wednesday, April 3, 2024.

Interviews will be held April 22, 2024.

Location

Office located in Wichita, KS.



Sedgwick County is a multi-agent county in south central Kansas.

Wichita is the county seat of Sedgwick County, which includes 19 other cities.

The diversified urban, suburban, and rural population is near 500,000.

Sedgwick County extension programs, focused in the areas of family and consumer sciences, 4-H youth development, agriculture/horticulture, and community development, are conducted by a team of nine agents and multiple hourly staff members. We would love for you to join our team!

- Lead the development, implementation, and evaluation of a comprehensive 4-H youth development program for school-aged youth in cooperation with local community members and extension colleagues. The primary focus of this position is youth development, along with adult volunteer development; youth education program development; membership growth and participation; and community partnership expansion. Programming will include but is not limited to: youth livestock programming, community club support, out-of-school programs, school enrichment, and outreach to create program opportunities with new and existing community partners.
- Manage the approximately 150 adult volunteers serving the Sedgwick County 4-H program. This will include recruitment, training, support, and oversight for volunteers who lead community clubs and project meetings, serve on Program Development Committees, and support events like the Sedgwick County fair and 4-H Days.
- Supervise a team of three Sedgwick County 4-H support staff, consisting of an office professional, a program manager, and a program assistant.
- Successful extension programs require agents to:
 - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
 - Design appropriate educational strategies to engage clientele. Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
 - Collaborate with local partners to meet community and programming needs.
 - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
 - Collect and communicate evidence of educational program impact.
 - Cultivate expertise in a subject matter competency area by engaging as a member of the Youth Development Program Focus Team.
- Pursue internal and external funding to support educational programming through grants, sponsorships, and donations.
- Serve as a member of Sedgwick County Extension's high-functioning team, cooperating in the planning and delivery of county-wide programming and related events.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Familiarity with various ethnic and socioeconomic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State's initiative for diversity, equity, and inclusion.
- Commitment to teamwork and collaboration, including forming external partnerships and supporting colleagues to advance cooperative endeavors.
- Ability to work a flexible schedule which will include some nights, weekends, and overnight travel.

PREFERRED QUALIFICATIONS

- Master's degree.
- Commitment to personal and professional development.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Experience with volunteer recruitment, support, and management.
- Education, experience, or interest in livestock production and/or youth livestock programming.
- Experience working with youth across multiple age groups in both formal and informal settings.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding, sponsorships, and/or donations.
- Ability to communicate effectively with both English and Spanish-speaking learners.

OTHER QUALIFICATIONS

- **Applicants must be currently authorized to work in the United States at the time of employment.**
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant. The base starting salary is \$45,000 for a bachelor's degree with no professional experience and \$49,000 for a master's degree with no professional experience.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

Learn More About Working With K-State Research and Extension:

- Visit the [K-State Research and Extension website](#).
- Contact Jennifer Wilson, Leader of Extension Operations via email (jrwilson@ksu.edu) or phone (785-532-5790) with questions about this position.

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.