



K-STATE
Research and Extension

Sunflower District 4-H Youth Development Extension Agent

Lead dynamic youth and volunteer development extension programs in Sunflower District, KS.

Apply online for [K-State Careers search #520998](#).

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

POSITION DESCRIPTION AND RESPONSIBILITIES

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

- 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: community club support, out-of-school programs, school enrichment, volunteer management, and outreach to create program opportunities with new and existing community partners.
- Supervise the Sunflower District 4-H support team, which includes a 4-H program assistant and annual summer interns.
- Provide primary oversight for the office professional in this agent's assigned office.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play by strengthening social, civic, economic, and technological capacity through leadership development and civic engagement.
- Successful extension programs require agents to:
 - Identify local needs and emerging issues related to K-State Research and Extension's five critical issues (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 respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). 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 programmatic needs.
 - Recruit and manage volunteers to further the reach and impact of extension programming.
 - Develop and implement strategies to serve all community audiences.
 - 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.
- Serve as a member of the Sunflower District team, cooperating in the planning and delivery of district-wide programming and related events.



ABOUT THIS ROLE

Title

Extension Agent.

Primary responsibility

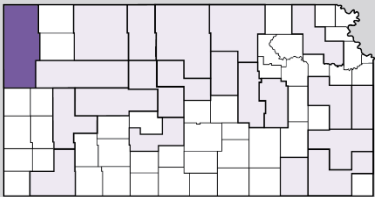
4-H Youth Development programming.

Search Timeline

This search will remain open until filled.

Location

Offices in Goodland, Sharon Springs and St. Francis, KS; **the Goodland office is the preferred primary office location.**



The Sunflower Extension District is comprised of Cheyenne, Sherman, and Wallace counties in northwest Kansas. The district is home to five school districts and several homeschool groups.

The Sunflower District team of three extension agents and three specialized office professionals/program assistants serve the district's 10,000 residents.

This agent will lead the district's 4-H program, which currently has 12 active 4-H clubs with over 360 members. Local priorities include facilitating the grants, interns and volunteers that support Shooting Sports, *The Garden* at North Elementary school and the district's thriving community outreach programs.

MINIMUM QUALIFICATIONS

Education and experience:

- Bachelor's degree.
- At least 12 credit hours of academic coursework or six months of professional experience related directly to the primary programming responsibilities (e.g., education, child development, volunteer management).
- Demonstrated academic and/or professional achievement (minimum cumulative GPA of 2.75 on a 4.0 scale or evidence of progressively responsible professional roles).
- Experience delivering information, training, or education to groups or individuals, either in person or through media.
- Leadership experience in supervisory or informal roles.

Licenses and certifications:

- Must have access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Additional expectations:

- This role will require the ability to work with people from various backgrounds and a commitment to supporting and enhancing K-State's initiative for access and opportunity.
- Extension agents work a flexible schedule which will include nights, weekends, and overnight travel.

Sponsorship eligibility:

- Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

PREFERRED QUALIFICATIONS

Education and experience:

- Two or more years of professional experience.
- Master's degree.
- Experience working with youth across multiple age groups in both formal and informal settings.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.

Skills and attributes:

- Commitment to personal and professional development.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Skills in group facilitation.
- Ability to communicate effectively with both English and Spanish-speaking learners.

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.
- 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 Extension:

- Visit the [K-State Research and Extension website](#) or contact Jennifer Wilson via email (jrwilson@ksu.edu) or phone (785-532-5790).

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:

Upon acceptance of a contingent offer of employment, candidates will be subject to a background check per [K-State's background check policy](#).