



Johnson County is home to over 600,000 residents, serving a diverse and expanding population living in both urban and rural areas. 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. The two focus areas for this position include 1) leading a vibrant and dedicated adult volunteer group who facilitate the 4-H program to our community clubs 2) the development and management of youth agricultural and livestock educational programs.

Johnson County is a multi-agent county with eight agents and nine support staff. The 4-H program consists of 19 community clubs supported by over 200 adult volunteers. Additional youth are served through school enrichment, after-school programs and day camps. In 2019, 13,316 youth participated in the office's efforts of providing quality Youth Development programming. Two 4-H youth development agents will work jointly to provide programming to meet the needs of the Johnson County families and youth.

**TITLE:** Extension Agent

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

**LOCATION:** Olathe, Kansas

**APPLICATION DATE:** Applications will be accepted through October 28, 2020. Interviews will be conducted November 18, 2020.

## RESPONSIBILITIES:

Extension agents are professional 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. Jointly lead the development, implementation, promotion, evaluation, and reporting of a comprehensive 4-H Youth Development program for school-aged youth in cooperation with local citizens and county/state extension colleagues. The primary focus for 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 the management, development and support of clubs, volunteers, 4-H projects, and youth leadership and engagement. The selected candidate will be expected to provide programs that are research-based and designed for diverse audiences and include a variety of educational delivery methods. The agent must be able to work as part of a 4-H team including one other 4-H youth development agent, office professional, and school enrichment coordinator in the county to oversee delivery of 4-H educational programs.
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, using innovative technologies, 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 evening and weekend work will be a required component of this position. Some overnight travel will be involved as well.
  - d) Collect and communicate evidence of educational program impact to market and represent Extension's interests to external partners and stakeholders in areas related to expertise.
  - e) Develop and implement 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 the Youth Development 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 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
- Academic coursework and/or professional development and professional employment related to the position responsibilities
- 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.
- Experience managing volunteers to achieve educational goals.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
- Leadership skills as evidenced by working with individuals, groups and co-workers.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

### Preferred:

- Master's Degree.
- Residence in Johnson County.
- Demonstrated ability to network with schools, agencies, businesses and communities.
- 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.

### Other

- Applicants must be currently authorized to work in the United States at the time of employment.

## SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT

1. 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 \$41,500 for a BS degree with no professional experience and \$45,500 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 or online 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:

<https://careers.k-state.edu/cw/en-us/job/509755/johnson-county-4h-youth-development-extension-agent>

For more information about the position, contact Jennifer Wilson, Leader, Ext Operations, 785-532-5790, or [jwilson@ksu.edu](mailto:jwilson@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.



09/30/2020

Position #20-21

**Jennifer Wilson**  
**Leader, Extension Operations**

