EXTENSION AGENT

Our Johnson County Extension team is searching for two 4-H Youth Development Agents to lead dynamic youth and volunteer development programs in Olathe, KS. Johnson County is home to over 602,000 residents and is a diverse and expanding urban and rural population. We are offering two excellent 4-H Youth Development Agent opportunities for the strongest qualified candidates to address the diverse needs of Johnson County youth ranging from leadership development to animal science. 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 low resource populations. The overall responsibilities of the 4-H Youth Development Program can be found at ksre.ksu.edu/jobs.

**POSITION DESCRIPTION AND 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.

- 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 these positions 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 candidates will be expected to provide programs that are research-based and designed for diverse audiences and include a variety of educational delivery methods.

- Collaborate as part of a 4-H team including another 4-H youth development agent, an office professional, and a school enrichment coordinator in the county to oversee delivery of 4-H educational programs.

- Programming will include these steps:
  - 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 program development committees and other community organizations and professionals.
  - Design appropriate educational strategies to engage clientele. 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. Some overnight travel will be required.
  - Evening and weekend work will be required to support our youth and families.
  - Develop and implement strategies to expand the reach of educational programming to low-resource populations and to make certain K-State Research and Extension is an equal opportunity provider of educational programming.
  - Collect and communicate evidence of educational program impact.
  - Develop specialized knowledge and skills by engaging as members of the Youth Development Program Focus Team.

- Secure external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming.

- Serve as members of the Johnson County Extension team cooperating in the planning and delivery of county-wide programming and related events.

**APPLICATION DEADLINE:**
Wednesday, June 23, 2021
Interviews held on July 21, 2021

**LOCATION:**
Olathe, KS

Johnson County is a multi-agent county with eight agents and nine support staff. The current 4-H program consists of 19 community clubs supported by over 200 adult volunteers. The growing population of Johnson County supports 4-H program growth. Additional youth are served through school enrichment, out-of-school programs and day camps. We are looking for two 4-H Youth Development Agents that will work together in developing and providing 4-H programming to meet the needs of Johnson County families and youth.
MINIMUM QUALIFICATIONS

- 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 social and digital media.
- Leadership skills as evidenced by working with individuals, groups and co-workers.

PREFERRED QUALIFICATIONS

- Master’s Degree.
- Experience working with adults and youth from various ethnic and socio-economic backgrounds.
- 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.
- Knowledge of adult and youth teaching/learning processes.
- Experience in seeking and administering external grant funding.
- Ability to communicate effectively with both English and Spanish 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 $41,500 for a BS degree with no professional experience and $45,500 for a MS degree with no professional experience.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. There is a 30-day waiting period for health insurance. See a complete list of benefits.
- Reimbursement for travel related to achieving program objectives.
- New agents are provided approximately 15 days of new agent professional development on the K-State campus or online during their 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.

LEARN MORE ABOUT WORKING WITH K-STATE RESEARCH AND EXTENSION:

- Hear personal accounts from Extension Agents.
- 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:

It is the policy of Kansas State University not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled or protected veterans. It is also the policy of Kansas State University to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the company will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

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