

Wildcat District 4-H Youth Development Extension Agent

Lead dynamic youth and volunteer development Extension programs in the Wildcat District.

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TITLE:

Extension Agent

PRIMARY AREA OF RESPONSIBILITY:

4-H Youth Development

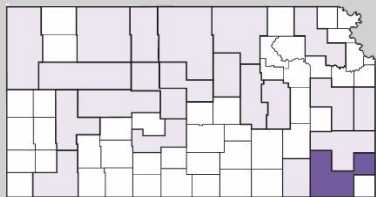
APPLICATION DEADLINE:

Wednesday, August 11, 2021

Interviews held on September 08, 2021

LOCATION:

Offices Located in Altamont, Girard, Independence, Fredonia, and Pittsburg, KS. Primary office located in Altamont, KS.



The Wildcat District serves the residents of Crawford, Montgomery, Labette and Wilson Counties in Southeast Kansas. Current district staff consists of 13 agents, six office professionals and one nutrition educator working in the areas of Agriculture, Horticulture, 4-H and Youth Development, EFNEP (Expanded Food and Nutrition Education Program), Family, Health, Wellness, Community Development and much more. The Wildcat District has a population of 102,190 and offices in Girard, Pittsburg, Independence, Altamont and Fredonia.

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 district/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 district team including three other 4-H youth development agents and an office professional 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 and evening and weekend work will be required.
 - 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.
 - Collect and communicate evidence of educational program impact.
 - Develop specialized knowledge and skills by engaging as a member 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 a member of the Wildcat District team cooperating in the planning and delivery of district-wide programming and related events.

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.
- 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.
- Experience managing volunteers to achieve educational goals.

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.

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.
- Livestock knowledge and/or experience with youth competitive teams.

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 \$43,000 for a BS degree with no professional experience and \$47,000 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.
- Tuition assistance is available to full-time employees and their spouse/dependents.

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 (jwilson@ksu.edu) or phone ([785-532-5790](tel: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.