

# Kingman County 4-H Youth Development Extension Agent



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

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## 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.

- Lead the development, implementation, and evaluation of a comprehensive 4-H youth development program for school-aged youth in cooperation with local residents and extension colleagues. The primary focus of 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: supporting community clubs, out-of-school programs, school enrichment, volunteer management, and outreach to create new program opportunities with existing and new community partners.
- Secondary to leading the 4-H Youth Development program, provide leadership for the development and implementation of research-based educational programming to strengthen families, build community capacity, increase family and community health and wellness, and develop volunteers to assist in the delivery of extension educational programs.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play. Programming will strengthen social, civic, economic, and technological capacity of communities through leadership development and civic engagement.
- 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.
- May periodically be assigned to serve as the local unit director providing administrative oversight for the fiscal operations, coordination of personnel, development, delivery and reporting of program impact and other administrative functions assigned by the director's representative and the extension board
- Serve as a member of the Kingman County team cooperating in the planning and delivery of county-wide programming and related events.

### TITLE:

Extension Agent

### PRIMARY AREA OF RESPONSIBILITY:

4-H Youth Development programming

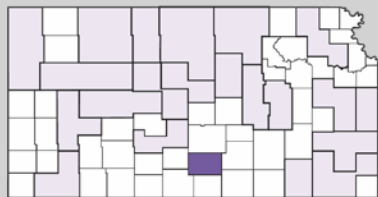
### APPLICATION DEADLINE:

Wednesday, July 13, 2022

Interviews held on August 1, 2022

### LOCATION:

Office located in Kingman, KS



Kingman County is a two-agent county, located 45 miles west of Wichita on US Highway 54. Kingman County has a population of 7,853. Kingman is the county seat with approximately 3,200 people. Agriculture is a major source of income. There are also several large manufacturing businesses. Kingman County has two school districts, Kingman-Norwich and Cunningham. The districts have three public elementary schools, one preschool through eighth grade parochial school, and three high schools. Kingman County has a strong 4-H Program with five community clubs and three project clubs with over 195 members.

## 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.

## 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.

### 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. 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 both 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:

- 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](mailto:jrwilson@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.