

Pottawatomie County 4-H Youth Development Extension Agent

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

Apply online using our [application site](#). For more information visit 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.

- 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.
- Successful extension programs require agents to:
 - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (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 engage clientele. 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.
 - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
 - Collect and communicate evidence of educational program impact.
 - Cultivate expertise in a subject matter competency area by engaging as a member the Youth Development Program Focus Team.
- Pursue internal and external funding to support educational programming.
- May periodically be assigned to serve as the local unit director providing administrative oversight for fiscal operations; coordination of personnel; the development, delivery, and reporting of program impact; and other administrative functions assigned by the director for extension's representative and the extension board.
- Serve as a member of the Pottawatomie 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

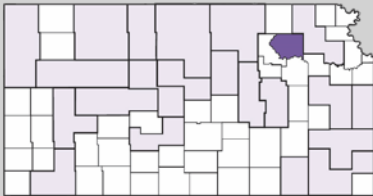
APPLICATION DEADLINE:

Wednesday, April 05, 2023

Interviews held on April 19, 2023

LOCATION:

Office located in Westmoreland, KS



Pottawatomie County is one of the most rapidly growing counties in Kansas. Our extension staff consists of three agents and one office professional. We serve a population of 24,277 people. Westmoreland is the county seat; additional communities in the county include Wamego, Onaga, Olsburg, St. Marys, St. George, and a portion of Manhattan. Pottawatomie County has six school districts. We have a strong 4-H program with nine community clubs and many excellent volunteers and youth, including approximately 360 4-H members. Come make a difference alongside us!

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance as documented by college transcripts or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
- Familiarity with various ethnic and socio-economic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State Research and Extension's initiative for diversity, equity, and inclusion.
- Ability to work a flexible schedule which will include some nights, weekends, and overnight travel.

PREFERRED QUALIFICATIONS

- Master's Degree.
- Commitment to personal and professional development.
- Experience working with youth across multiple age groups in both formal and informal settings.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.
- Ability to communicate effectively with both English and Spanish-speaking 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 \$43,000 for a bachelor's degree with no professional experience and \$47,000 for a master's degree with no professional experience.
- 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 RESEARCH AND EXTENSION:

- 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](tel:785-532-5790)) with questions about this position.

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:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.