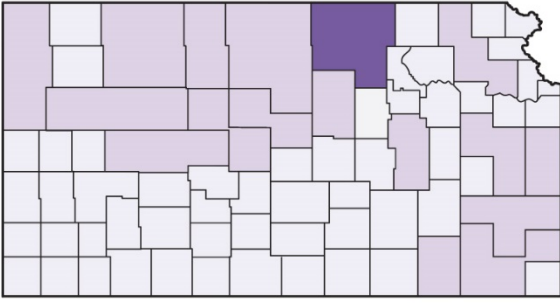


# Position Announcement



The River Valley District is comprised of Clay, Cloud, Republic, and Washington Counties in north central Kansas. The district team includes 8 extension agents, providing programming in agriculture and natural resources, community development, family and consumer sciences and 4-H youth development. Support staff includes four office professionals and four 4-H program managers. District Staff also includes one grant-funded SNAP Nutrition Educator. The population of the district is 27,000 with 4,400 youth between the ages of 5 and 18. Nearly 200 approved volunteer leaders serve 525 members enrolled in the 26 community clubs and 1 district-wide River Valley 4-H Rabbit Project Club. The 34 ambassadors work to promote 4-H in the district.

**TITLE:** Extension Agent

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

**LOCATION:** Offices located in Belleville, Clay Center, Concordia and Washington. Primary office location for this position is in Belleville, Kansas

**APPLICATION DATE:** Applications will be accepted through March 22, 2019. Interviews will be conducted April 15, 2019.

**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. 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. This position will have primary responsibilities to supervise and work with the 4-H Program Managers to implement the youth development program across the district. The agent will work in cooperation with the other district agents in youth subject matter delivery within specific program areas.
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 program development committees and other community organizations and professionals.
  - b) 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.
  - c) 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.
  - d) Collect and communicate evidence of educational program impact.
  - e) 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 a member of the River Valley District team cooperating in the planning and delivery of district-wide programming and related events.



## 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.
- 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.
- 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.

### 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 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: <http://careers.k-state.edu/cw/en-us/job/506764/river-valley-district-4h-youth-development-extension-agent>

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



**Jennifer Wilson**  
Leader, Extension Operations

02/18/2019  
Position #19-09

