**Vacancy Announcement**

**COLORADO STATE UNIVERSITY EXTENSION**

4040 Campus Delivery  
Colorado State University  
Fort Collins, Colorado 80523-4040  
(970) 491-7866

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**Vacancy #16-15**  
Deadline: 7/16/2015

**Job Vacancy #16-15 Area Extension Agent, 4-H Youth Development**  
Southeast Area, Crowley & Otero Counties, Ordway, CO.

The Southeast Area is composed of seven counties in southeastern Colorado (Baca, Bent, Cheyenne, Crowley, Kiowa, Otero, and Prowers). The seven counties have a combined population of over 49,238, with Otero and Crowley having populations of 18,668 and 5354 respectively. Over one-third of the population is of Hispanic descent. There are 1.3 million acres in the two counties, of which 118,776 acres are cropped (over 70% irrigated). Some land is being converted back to dryland after being under irrigation for many years.

4-H enrollment in both Otero and Crowley County is 200 members with 48 leaders enrolled in 9 clubs. These members are located across both counties. Crowley County is made up of four towns, Ordway (the county seat), Crowley, Sugar City and Olney Springs. Otero County is host to La Junta (county seat), Rocky Ford, Swink, Cheraw, Manzanola and Fowler. Both counties have excellent school systems and offer a variety of retail services. Agriculture is the primary industry in both counties. Crowley County is home to two prisons, one state and one private. Other major employers in the counties are government, education, healthcare, retail and manufacturing. A rich history is evident with Otero County hosting Bent’s Old Fort National Historic Site and the Santa Fe Historic Trail. For those who like the outdoors the Comanche National Grasslands offers hiking and biking opportunities. Crowley County hosts part of the Trans America Trail Bicycle Route. For more information about Crowley and Otero Counties visit their websites at: www.crowleycounty.net and www.oterogov.com.

For more information about Southeast Area Extension, go to http://www.coopext.colostate.edu/SEA/. To learn more about Colorado State University Extension, go to http://www.ext.colostate.edu.

**APPLICATION PROCESS AND DEADLINE:** All materials must be RECEIVED no later than 11:59 PM Mountain Time on Thursday, July 16, 2015. Please submit the following to: https://jobs.colostate.edu.

- Resume
- Cover letter
- Transcripts of college(s) course work **showing degrees conferred.** Please remove all references to birth date or social security number prior to submission. Only one document upload is allowed, no larger than 9 megabytes. Please convert all transcript pages into one PDF File to upload.
- Special Required Documentation:
  - Statement (no more than 5 pages) of how you meet all the “Required” and “Preferred” criteria listed in the Vacancy Announcement. Please respond to each bullet point separately. Only one document upload is allowed, no larger than 9 megabytes. Please convert your Statement pages into one PDF file.
  - Name, address, telephone, e-mail address, and your relationship to at least four (4) references. References will not be contacted without prior notification of candidates.

For questions regarding the application process, contact help@colostate.edu. For questions regarding the job vacancy and responsibilities, please contact Williams Nobles, 719-545-1845 or email williams.nobles@colostate.edu.

**PURPOSE OF POSITION:** To provide leadership, guidance, direction and implementation of Colorado State University Extension 4-H Youth Development programs in Crowley and Otero counties. The person will work in a unified manner with the Extension staff in the two counties, and coordinate with Extension staff in the Southeast Area, the Plains and Plains Region, and at Colorado State University.

**RESPONSIBILITIES AND RELATIONSHIPS:** The individual serves as the local contact for Extension 4-H youth development programs and there is an office in both Crowley and Otero County. This individual is a local representative of Colorado State University, is a member of a team of 9 professionals in the seven county area, and works under the supervision of the Southeast Area Director. Programmatic efforts are to be coordinated with the other agents in Crowley and Otero counties. The successful candidate will:

- Assume responsibility for overall planning, coordination, implementation and evaluation of the total 4-H program in the two counties, involving youth and leaders to ensure an active and growing program.
- Offer new opportunities for 4-H youth, leaders, and parents through new and innovative opportunities, with the goal of expanding the involvement, reach, and effectiveness of the 4-H program.
- Recruit and provide leadership opportunities and training for 4-H volunteer leaders that will enable their effectiveness in working with youth and retain their commitment over sustained periods of time.
- Assure compliance with civil rights and affirmative action policies by involving under-served, non-participating sectors of the communities in 4-H and other youth development activities.
- Promote youth development through in-school and after-school efforts.
- Work with other youth serving organizations and agencies to help provide a comprehensive youth development program in the two counties.
- Work closely with citizens, advisory and other groups, and local, state, and federal agencies in determining program needs and direction.
EDUCATION AND EXPERIENCE REQUIRED:
- Bachelor's degree required Masters preferred. Degree must be in agriculture, animal science, natural sciences, youth development, education, agricultural education or a closely related field. Completed Master's degree preferred. A successful candidate without a Master's degree will be required to complete their Master's degree, in a program area relevant to their Extension position, within five years of their start date. University and/or Extension resources are available to assist in obtaining the Master's degree. Failure to do so may result in termination.
- Experience and demonstrated ability in working with youth and youth organizations (especially 4-H), including understanding of youth development and youth program management.
- Demonstrated capacity to recruit, train, and manage volunteers and advisory groups.
- Demonstrated skill working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations.
- Familiarity with different socioeconomic audiences, an interest in working with people from diverse backgrounds, and commitment to the principles of diversity.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated use of technology in managing and/or delivery of educational programs.
- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Evidence of drive and initiative.
- Demonstrated leadership ability.

EDUCATION AND EXPERIENCE PREFERRED:
- Successful experience in developing financial support for educational programs including grant writing, fund raising, contracting, or cost recovery efforts.
- Evidence of the ability to work effectively in a multi-county, multi-program environment.
- Experience working with advisory committees and/or focus groups.
- Experience in marketing, promoting or creating public awareness of programs and opportunities.
- Professional experience with/knowledge of Extension and the Land-Grant University System.
- Ability to speak Spanish.

BENEFITS: Based on full-time employment. Twenty-four working days’ vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available. Available personal transportation required, travel allowance provided. A full description of benefits is available at: http://www.hrs.colostate.edu/benefits/.

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University Extension operates in compliance with the same laws and executive orders as the University as administered by the U.S. Department of Agriculture. As a part of the USDA regulations, the Extension Equal Employment Opportunity representative may be contacted at 1311 South College Avenue, Room 102, Colorado State University.

BACKGROUND CHECK: Colorado State University is committed to providing a safe and productive learning and living community To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Application process and additional information may be obtained at: https://jobs.colostate.edu/postings/15697.

#16-15 Deadline: 11:59 pm Mountain Time 7/16/15