COLORADO STATE UNIVERSITY EXTENSION

**Job Vacancy #04-20**

Extension Director & Agent
Agriculture and 4-H Youth Development
Grand County, Kremmling, CO

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review Colorado State University’s Principles of Community ([http://diversity.colostate.edu/principles-of-community](http://diversity.colostate.edu/principles-of-community)) that guide our mission and vision of access, teaching, service, and engagement.

Grand County, with 15,297 full-time residents (2017), is located in north-central Colorado within Middle Park, encompassing several mountain ranges and over 160 miles of the Continental Divide. The county is 1,868 square miles in size, with elevations ranging from 6,800 feet to 13,553 feet above sea level. Grand County includes six incorporated towns (Kremmling, Hot Sulphur Springs (County Seat), Granby, Grand Lake, Fraser and Winter Park). The Grand County Extension Office is located in Kremmling at the Middle Park Fairgrounds.

Grand County is home to the headwaters of the Colorado River, and many significant lakes and reservoirs, including Colorado’s largest natural lake – Grand Lake. Grand County’s prominent water attractions are not only important for tourism and recreation but also serve as major trans-mountain diversions of water to the Front Range. Over 68% of land in Grand County is public, providing abundant opportunities for all outdoor enthusiasts.

Grand County’s roots run deep; its geographic and economic diversity defines its rural character. The county’s economic drivers include tourism and outdoor recreation (with ties to Rocky Mountain National Park, Winter Park Resort, the Colorado River, rafting, hunting, fishing and much more), as well as hospitality and guest service industries, second-home markets, construction, ranching, agriculture, guest ranches, and mining. Larger ranches dominate the rural and open landscape on the west side of the county, while more development and growth has occurred on the east side of the county. County-wide, approximately 60% of Grand County’s housing units are second homes. During the past couple of decades, like other mountain-resort agricultural communities, many family-owned ranches have sold to larger corporations, which has changed the social and economic dynamics of Grand County.

Two school districts are located in Grand County; East Grand School District and West Grand School District. The school district boundary generally splits the county geographically, east and west.

**APPLICATION PROCESS AND DEADLINE:** For full consideration, all materials must be RECEIVED no later than 11:59 PM Mountain Time on Tuesday, January 28, 2020. Please submit the following to [https://jobs.colostate.edu](https://jobs.colostate.edu) to apply:

- Resume
- Cover letter
- Transcript of college(s) course work showing degrees conferred. Please remove all references to birth date or social security number.
- Special Required Documentation - Statement (no more than 5 pages) of how you meet all the “Required” and “Preferred” Job Qualifications. Please respond to each bullet point separately.

All applicants will be contacted approximately 15 working days after the deadline regarding their status. Next steps and interview dates will be shared to those moving forward. Four professional references will be requested of applicants that advance in the interview process.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email oeo@colostate.edu. For questions regarding the job vacancy, responsibilities, and salary, please contact CJ Mucklow at (970) 241-3346 or cj.mucklow@colostate.edu.

**PURPOSE OF POSITION:** Colorado State University Extension and Grand County are seeking an agriculture professional with the experience and skills to lead diverse and inclusive agriculture, horticulture, natural resource, and 4-H Youth Development programs. The person will provide leadership and organization in the development, implementation, evaluation, and reporting of educational programs in Grand County and assisting other counties as appropriate. The person will have a proven track record of developing and managing volunteers and building program capacity, creating innovative programming opportunities, and fostering both internal and external collaboration and teamwork. The Extension Agent will be an effective
communicator with the experience and skills to engage with a variety of people and groups. CSU Extension Agents throughout the state work as a team and share expertise. The individual in this position works as a member of the local county Extension team and as a local representative of Colorado State University. This individual works under the guidance and supervision of the Western Region Extension Director.

**ESSENTIAL JOB DUTIES**

**Program Planning, Development, Delivery, Evaluation and Reporting: 60%**
- Work directly with the community to identify and promote community-based needs for informal education using the most appropriate educational methods including digital and online media, written materials, or live workshop formats to assess and address the community’s needs for informal education; develop and implement educational strategies and measure the impact of education and programs. Share all programming developed with CSU Extension.
- Actively participate in one or more Extension work teams to provide expertise for program and information development, delivery, and evaluation efforts statewide.
- Provide program and information delivery to support colleagues in area(s) of specified expertise as appropriate.
- As part of the Grand Extension team, continue to develop and enhance an effective, educational, results-oriented 4-H Youth Development Program that supports the growth and development of life skills among both youth and adult audiences in a rural environment.
- Effectively communicate and coordinate resources, research, and programming with personnel/staff of Colorado State University and other organizations.
- Identify resources (grants, contracts, in-kind contributions, cost recovery fees, etc.) to enhance the program. Manage county, area, state, and grant budget allocations where appropriate.
- Travel to and participate in professional development, evening and weekend events and periodic events requiring overnight stays.

Note: % of job assigned to this duty may be changed as the program develops.

**Initiate and Develop Relationships and Partnerships: 20%**
- Work with local groups and individuals to enhance their abilities to identify, prioritize, and address the needs of their community; specific emphasis will be local and regional 4-H Youth, community groups, and agriculture groups.
- Develop strong working relationships with the Board of County Commissioners, county divisions and units, advisory committees, local businesses and educational institutions, state and federal agencies, and area non-profits and stakeholders.
- Identify and build collaborations with other agencies and groups (public and private) to support them in addressing their priority needs.
- Work with advisory groups, local leaders, and Extension agents in other counties, to assess informal education needs in the area, develop/revise plans of work, implement educational strategies, and measure and report programmatic impacts.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.

Note: % of job assigned to this duty may be changed as the program develops.

**Volunteer Recruitment, Development and Management: 10%**
- Provide leadership opportunities and training for all 4-H leaders that will increase their effectiveness in working with youth and retain their commitment as volunteer leaders over sustained periods of time.
- Maintain effective communication with Colorado State University personnel, community leaders, and other agencies/organizations to enhance strong program development, delivery, and evaluation.
- Provide leadership and recruitment for volunteers for the Grand County Fair.

Note: % of job assigned to this duty may be changed as the program develops.

**Administration and Supervision: 10%**
- Prepare and manage an office budget, including support for cost recovery, resource development, and revenue generation. Use entrepreneurial skills to find and/or generate external funding sources (grants, contracts, gifts, user fees, etc.) to help support county and programming efforts.
- Inspire, coach, provide developmental opportunities, supervision, performance evaluations, and leadership for office administrative staff.
- Build and innovate an environment of teamwork and collaboration within the office, CSU Office of Engagement, and in the county with external partners.
- Abide by all Grand County Human Resource and Budget office requirements.
- Provide leadership and supervision for the Colorado Master Gardener, Master Food Safety Advisor, and 4-H leaders and volunteers.
- Provide leadership and supervision for superintendents for the Grand County Fair, including but not limited to training for Fair entry.

Note: % of job assigned to this duty may be changed as the program develops.

**SALARY:** The salary range for this position is $42,000 - $72,000. Starting salary will be commensurate with education and experience.
REQUIRED JOB QUALIFICATIONS:

- **Completed bachelor’s degree.**
- The degree must be conferred in agriculture, horticulture, livestock, youth development, natural resources, human development, social or behavioral sciences or closely related field.
- A successful candidate without a completed master’s degree will be required to complete a master’s degree within five years from the start of employment. Failure to do so will result in termination unless a compelling reason is accepted by the Director of Extension.
- Demonstrated ability to manage and supervise an office, including budget management.
- Training or experience in developing, delivering, and evaluating educational programs, including needs identification.
- Ability to communicate through teaching, public speaking/presentation, and writing as demonstrated through application materials and experience.
- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Must have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date.

PREFERRED JOB QUALIFICATIONS:

- **Completed master’s degree.**
- Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations.
- Successful professional experience or education in one or more of these areas: youth development, STEM, livestock, range, home and production horticulture, natural resources, agronomy, soils, irrigation, plant insects and diseases, and clean and renewable energy.
- Demonstrated effectiveness in supporting a team approach to county, regional and state programming.
- Demonstrated experience in the area of production agriculture, livestock, range, agronomy, soils, irrigation, horticulture, and natural resources.
- Appreciation and understanding of rural communities and an interest in working with people in a rural environment to address critical issues.
- Familiarity with small acreage management.
- Ability to recruit, train, and manage volunteers and advisory groups.
- Experience or training in promoting, marketing or creating public awareness of programs/services among key community decision-makers and the ability to work effectively with the media including TV, radio, print, and internet.
- Professional experience with, or knowledge of, Extension and the land-grant university system.

**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/](http://www.hrs.colostate.edu/benefits/).

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. 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.

The Acting Title IX Coordinator is the Assistant Vice President for Student Affairs, 201 Administration Building, Fort Collins, CO. 80523-8004, (970) 491-5312.

The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

**BACKGROUND CHECK:** Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

Application process and additional information may be obtained at [http://jobs.colostate.edu/postings/74145](http://jobs.colostate.edu/postings/74145)