Job Vacancy #45-19
Extension Agent
4-H Youth Development/Leadership
Douglas County, Castle Rock, 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) that guide our mission and vision of access, teaching, service, and engagement.

Douglas County, a large suburban county, is a unique mix of rural to urbanizing communities including Castle Rock, Parker, Lone Tree, Sedalia, Cherry Valley and Highlands Ranch. Douglas County is one of the seven counties making up the Denver metropolitan area. The county, recognized as one of the most pro-business, fiscally healthy, and effective local governments in the United States is where over 300,000 residences call home and has the 4th largest youth population in the state enrolled in a single, unified school district. Located south of Denver, its borders are within thirty minutes of Denver’s city center to the north and twenty-five minutes from Colorado Springs to the south. Douglas County has a rich agricultural heritage and is interested in developing programs to engage youth, residents, partners, and communities in urban agriculture, horticulture, small farm operations, small acreage management, STEM and leadership development opportunities. The 4-H youth development program currently involves more than 500 youth in traditional 4-H clubs, more than 2400 youth participating in school enrichment and outreach activities, and 206 adult volunteers.

Colorado State University Extension (CSUE) and Douglas County work cooperatively to provide Extension programming and engagement in the county. The direction Extension programming takes is locally driven. CSUE contributes onsite and campus-based expertise, university and land grant system resources and connections across the state to enhance local programming efforts. The Extension staff consists of the director, three agents (one horticulture/small acreage agent and two 4-H youth development), two program coordinators (one Colorado Master Gardeners and one 4-H youth development), and two administrative assistants. To learn more about Douglas County, Douglas County Extension and Colorado State University Extension, visit http://extension.colostate.edu and http://douglas.extension.colostate.edu.

APPLICATION PROCESS AND DEADLINE: For full consideration, all materials must be RECEIVED no later than 11:59 PM Mountain Time on Thursday, February 20, 2020. Please submit the following to 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 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 JoAnn Powell at (970) 491-7887 or joann.powell@colostate.edu.

PURPOSE OF POSITION: Colorado State University Extension and Douglas County are hiring a 4-H youth development/leadership agent with a proven track record of developing, promoting, delivering, and evaluating non-credit, positive youth development programming. The agent works as a member of the local Extension 4-H team to provide inclusive and experientially rich programs in response to community needs. The agent is expected to employ broad outreach efforts to engage with and meet the needs of the county’s unique and varied communities. This agent is responsible for supporting the overall 4-H program, its youth and volunteers, and has primary responsibility for school enrichment and out of school programming. The agent also has responsibility for general, shooting sports, and leadership 4-H project areas associated with the 4-H club program. The 4-H team works together to screen, train, and manage 4-H volunteers and oversee various 4-H councils and committees such as leader’s council, youth council, the ambassador program, and specific project committees. Assignments may be reallocated and/or shared in the future based on interest and expertise. This individual will...
work regularly with other Extension agents across program and county lines, with program teams, the state 4-H office and to work collaboratively with other local youth serving organizations. The agent may also contribute to programming for adult and community audiences in their areas of expertise. The agent is a local representative of Colorado State University Extension and Douglas County.

ESSENTIAL JOB DUTIES

Program Planning, Development, Delivery, Evaluation and Reporting: 50%
• As part of the 4-H team, employ innovative strategies and technologies (social media for example) to develop, promote, implement, and evaluate results-oriented 4-H programming that supports the development of life and leadership skills for youth and adult audiences.
• Assure compliance with civil rights and affirmative action policies. Develop and promote culturally appropriate, inclusive programming that welcomes and includes diverse and underserved audiences.
• Provide leadership for 4-H school enrichment, out of school time and short term programs that meet student interests and needs in areas such as natural resources, STEM, family and consumer sciences, workforce skills, and leadership among others. Train volunteers or teachers to deliver these programs.
• Provide leadership and support for a variety of 4-H club and project areas including general, shooting sports, and leadership projects and related committees.
• Actively participate in Extension work teams to provide youth development expertise for program development, delivery, and evaluation efforts statewide.
• Seek out and appropriately manage funding, personnel, and in-kind resources to support programming.
• Professional development, evening and weekend events, and occasional overnight stays are required.
• Provide programming for adult and community audiences as appropriate.

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

Volunteer Recruitment, Development and Management: 40%
• Provide leadership and support for an active, ongoing, diverse adult and youth volunteer-based program including volunteer recruitment, screening, selection, orientation, education and training, motivation, evaluation, recognition, and support.
• Create an environment that inspires volunteers to learn, serve, and contribute to the development of youth, community, and self. Develop relationships with and provide leadership opportunities and training to 4-H adult leaders that will increase their effectiveness in working with youth, support positive youth development, positively impact program delivery, and retain their commitment as volunteer leaders over time.
• Prepare volunteers to take on management, leadership, and education and training roles in support of 4-H youth development programs. Work directly with and through volunteers and partners to incorporate STEM education and workforce skills into 4-H.

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

Initiate and Develop Relationships and Partnerships: 10%
• As part of the 4-H team, provide leadership to support and grow partnerships with youth development organizations, advisory councils, Douglas County School District and individual schools, after-school initiatives, and other community groups to collaboratively identify priority youth development and 4-H opportunities.
• Work with partners, committees, volunteers, and youth to ensure appropriate and exemplary 4-H and Extension at the Douglas County Fair, the Colorado State Fair, and other state and local 4-H events.
• Work regularly with other Extension agents across program and county lines, with program teams and the state 4-H office to ensure the strategic delivery of Extension educational programs in Douglas County.
• Develop strong working relationships with local Extension staff; university staff; Extension and state 4-H office staff; local schools; Douglas County government and departments; local foundations and other youth-serving organizations to enhance local youth development and 4-H programming.
• Develop strong working relationships that engage rural and urban communities across Douglas County.

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

SALARY: The salary range for this position is $45,000 - $60,000. Starting salary will be commensurate with experience and education.

REQUIRED JOB QUALIFICATIONS:
• Completed master’s degree.
• One degree must have been conferred in education, agriculture, family and consumer sciences, leadership, social sciences, natural resources, science, youth development, non-profit management, or a closely related field.
• Minimum 2 years’ professional experience working with youth and youth-serving organizations, including an understanding of positive youth development and youth program management.
• Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources, and/or accountability for diversity outcomes.
• Demonstrated experience working with people as individuals and in groups. Ability to forge equitable and successful partnerships and utilize effective conflict resolution and mediation methods.
• Professional experience, training, or capacity to recruit, train, manage and recognize volunteers.
• Evidence of leadership, drive, and initiative. Must be a self-starter.
• Ability to communicate: listening, teaching, public speaking, facilitation, presentation, and writing as demonstrated through application materials and experience.
• Demonstrated use of technology in managing and/or delivering educational programs.
• 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:
• Demonstrated experience in developing financial support for educational programs including grant writing, fundraising, contracting, or cost recovery efforts.
• Demonstrated experience in audience needs identification, program development, and evaluation.
• Significant coursework, background, professional or volunteer experience or personal interest in implementing shooting sports, natural resources, STEM, family consumer sciences, or leadership programming.
• Experience working with others to create and/or implement guidelines, rules, and policies.
• Bi-lingual and bi-literate English and 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 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/74229