

**# 23-17 Job Vacancy  
Extension Agent  
4-H Youth Development - Livestock  
Douglas County, Castle Rock, CO**

**Douglas County** is the best of both worlds—where the desire to serve others is met with a professional work environment and the resources needed to excel in your field. Douglas County is recognized as one of the most pro-business, fiscally healthy and effective local governments in the United States where over 300,000 residents call home. Located south of Denver, the county is among the fastest growing communities in the United States for the past 30 years, luring professionals with an exceptional quality of life enhanced by diverse housing options, proximity to first-rate arts and cultural amenities, world-class sports franchises, and some of the best recreation opportunities in the world. The county provides unique opportunities for its residents to enjoy elements of a rural lifestyle while remaining in reasonable proximity to jobs, shopping, and a variety of activities and amenities typically found in urban and suburban communities.

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. To learn more about Colorado State University Extension, go to [extension.colostate.edu](http://extension.colostate.edu). The Extension staff consists of the director, three agents (one horticulture/natural resources and two 4-H agents), two support staff, and seasonal 4-H and Fair staff. In 2015, 6,386 unique youth participated in the Douglas County 4-H program: 575 as 4-H club members, 78 in special projects, 45 as day campers, 5211 in 4-H School Enrichment and 550 in out of school programs. Douglas County has a rich agricultural heritage and is interested in developing programs to engage youth, residents, partners and communities in urban agriculture, ag appreciation, small farm operations and small acreage management.

**APPLICATION PROCESS AND DEADLINE:** All materials must be **RECEIVED** no later than **11:59 PM Mountain Time on Tuesday, September 5, 2017**. Please submit the following to <https://jobs.colostate.edu> to apply:

- 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.

For questions regarding the application process, contact <https://jobs.colostate.edu/help>. For questions regarding the job vacancy and responsibilities, please contact JoAnn Powell, (970) 491-7887, [joann.powell@colostate.edu](mailto:joann.powell@colostate.edu).

**PURPOSE OF POSITION:** This individual will have primary responsibility for leading the 4-H club program with specific responsibilities for shooting sports and the 4-H Livestock program including small animals. This individual may also contribute to 4-H youth outreach and urban agriculture programming for adult and community audiences as appropriate. Other members of the county 4-H team include a 4-H agent - outreach who has primary responsibility for Cloverbuds and the 4-H outreach program, and who also provides support for 4-H advisory groups and committees and family and consumer science and table top projects and activities; and an administrative assistant and several temporary summer staff. It is expected that duties may shift as staff skills and expertise are identified.

**ESSENTIAL JOB DUTIES:** The individual in this position works as a member of the local county Extension team and the 4-H team and Extension office to provide an inclusive, diverse and experientially rich 4-H Youth Development program for Douglas County. This individual will work as a local representative of Colorado State University Extension and under the guidance and supervision of the Douglas County Extension director. The successful candidate will:

**Program Planning, Development, Delivery, Evaluation and Reporting: (40%)**

- As part of the 4-H team, provide leadership for planning, developing, delivering, and evaluating the Douglas County 4-H Youth Development club program, and reporting program outcomes to stakeholders that demonstrate the growth and development of life skills among both youth and adult audiences.
- Develop and maintain productive working relationships with local partners, such as CALF, Douglas County and community and industry partners to support youth and urban agriculture programming efforts.
- Work enthusiastically and cooperatively with the county, fair board, volunteers, community and youth to implement the 4-H elements of the Douglas County Fair.
- Actively participate in one or more Extension work teams to support program development, delivery and evaluation efforts statewide.
- Work cooperatively with colleagues in the office, adjacent counties, the region and state to coordinate and share program delivery and expertise.
- Support 4-H Youth Development outreach programming and serve as a resource for urban agriculture.
- Participate in professional development, evening and weekend events, and periodic activities requiring overnight stays.

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

**Volunteer Recruitment, Development and Management: 40%**

- As part of the 4-H team, provide leadership for active, ongoing, adult and youth volunteer programs including volunteer recruitment, selection, orientation, education and training, motivation, evaluation, recognition and support.
- Prepare volunteers to take on increasing leadership, management, and public education/information roles.
- Create an environment that inspires volunteers to grow, serve, participate in and contribute to the development of youth, the 4-H program, community, self and others.

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

### **Initiate and Develop Relationships and Partnerships: 10%**

- In partnership with the 4-H agent – outreach, provide leadership and support for engaging a broad range of stakeholders through various 4-H and youth development advisory councils and committees in the work of identifying and addressing priority 4-H and community youth development needs.
- Foster effective communications with Colorado State University and Douglas County staff and colleagues, community leaders, agencies and institutions to enhance local 4-H youth development and urban agriculture programming.
- Work with the State 4-H office to ensure the Douglas County 4-H program complies with state policies and procedures and implements best practices.
- 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.**

### **Administration and Supervision: 10%**

- Build and innovate an environment of teamwork and collaboration within the 4-H team and program.
- Seek out, develop and manage external partnerships and funding sources to support programming efforts.

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

**SALARY:** Starting salary will be commensurate with education and experience. Salary range will be \$47,500 - \$63,000.

### **EDUCATION & EXPERIENCE REQUIRED**

- Completed bachelor's degree in education, agriculture, animal sciences, youth development, or a closely related field. A master's degree is preferred (see below) and an organizational expectation. A candidate who is hired without a completed master's will be required to complete a master's degree relevant to their Extension position within five years from the start of employment. Failure to do so may result in termination.
- Background, coursework, degree, or professional experience in livestock/animal sciences.
- Five years' background and/or professional experience in youth development programming.
- Two years' professional experience managing a volunteer program.
- Experience assessing community needs/interests, planning and developing educational programs, effectively delivering programs and evaluating outcomes.
- Demonstrated experience working with people as individuals and in groups to develop successful relationships with other professionals and organizations.
- Evidence of drive and initiative. Must be a self-starter.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated experience resolving conflicts and facilitating interpersonal and public discussions.
- Demonstrated use of technology in managing, delivering, and/or evaluating educational programs.
- 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.

### **EDUCATION & EXPERIENCE PREFERRED:**

- Completed master's degree in education, agriculture, youth development, human development, or a closely related field.
- Background, coursework or professional experience in urban agriculture.
- Demonstrated entrepreneurial experience; looks for opportunities to develop and leverage support and resources to enhance educational programs.
- Experience working with advisory committees.
- Experience working with the social media and web-based information and education delivery systems.
- Bi-lingual English - 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/48586>.

**#23-17 Deadline 11:59 pm Mountain Time 9/5/2017**