



POSITION ANNOUNCEMENT

Requisition Number - 365952

February 4, 2012

Ohio State University Extension
Human Resources
2120 Fyffe Road, Room 10
Columbus, OH 43210-1084

Phone: 614-292-1500
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<http://extensionhr.osu.edu>

POSITION: County Extension Educator
4-H Youth Development

LOCATION: Allen County
Headquarters in Lima, OH
Maumee Valley EERA

DATE OPEN: Immediately

DEADLINE DATE: March 4, 2012



COUNTY PROFILE: County information may be found at the following web address: <http://allen.osu.edu/>

Ohio 4-H Youth Development Mission: Ohio 4-H Youth Development creates positive environments for culturally diverse youth and adults to reach their fullest potential as capable, competent, caring, and contributing citizens. Our “positive 4-H environments” provide youth the opportunity to: work with caring adults; be a part of a welcoming environment; achieve mastery in a selected area; value and practice service; be in a safe environment; gain a sense of self-determination; be engaged in learning; and see themselves as an active participant in the future.

BRIEF JOB DESCRIPTION AND RESPONSIBILITIES: The Extension Educator, 4-H Youth Development in Allen County will provide overall leadership to a comprehensive positive youth development program by involving youth in clubs, camps, after school programs, Cloverbuds, in-school programs, and a variety of older youth opportunities. The Educator will also work collaboratively with the team of Extension professionals to provide youth development programming within the Maumee Valley Extension Education and Research Area (EERA). They include:

- Implement and support a comprehensive volunteer system through identification, selection, orientation, training, utilizing, recognizing, and evaluating of adult and youth volunteers to support local 4-H delivery methods (e.g., community clubs, after-school clubs, camps, school enrichment, etc.).
- Provide leadership to the development and support of a 4-H volunteer advisory committee and other related volunteer committees that develop and enhance the educational experience of 4-H youth within the various delivery methods.
- Provide orientation and training for volunteers that will enhance their ability to (1) develop and implement experientially-based experiences for 4-H members within a variety of delivery methods and (2) build youth development knowledge and skills with volunteers and youth.
- Work with volunteers and staff to plan and conduct local and area educational events (e.g. Real Money Real World programming, evaluation days, speaking contests, livestock quality assurance, etc.) to increase 4-H members’ subject matter knowledge & skills and build their leadership, citizenship, & life skills.

- Design and implement a resident and/or day camp program in collaboration with teen camp counselors and adult staff. Serve as a voting member of the 4-H Camp Palmer Board.
- Create and support strategies to engage teens. Plan and implement leadership and citizenship opportunities that target this population (e.g. teen leadership clubs, youth boards, camp counselors, junior fair board, CARTEENS, etc.).
- Provide a minimum of 25% statewide specialization in the area of [specialization to be determined] to the Maumee Valley EERA, region, and state Extension professionals. Develop and utilize an area of specialization consistent with area, personal expertise, and 4-H Youth Development programming needs.
- Serve as a consultant to the county fair board in organizing and conducting the junior fair and by assisting with junior fair programs and activities.
- Actively work to diversify program participation consistent with OSU Extension's AA/EEO policies and procedures.
- Provide expertise in the development, enhancement, and support for statewide Extension and 4-H programming, including active participation in a State 4-H Action Team.
- Maintain and expand resources through grants, gifts, sponsorships and in-kind support.
- Conduct annual evaluations or impact studies on selected aspects of the local 4-H programming efforts to include as a part of the OSU Extension OSU:Pro Reporting System.
- Serve as a community source for youth development and volunteer expertise, including 4-H philosophy and procedures, related to implementing a positive youth development program and in addressing community needs requiring a multi-programmatic approach.
- Enhance program development through collaborative relationships with community-based youth agencies/organizations.
- Promote OSU Extension and 4-H Youth Development with local 4-H families, volunteers elected officials, and other community partners through newsletters, websites, press releases, etc.
- Be an effective team player. Work collaboratively with Extension educators in all program areas (Agriculture & Natural Resources, Community Development, and Family and Consumer Sciences), where interdisciplinary efforts are needed to meet broad issues or carry out major programming efforts.
- Approximately 10% of professional time is to be dedicated to statewide efforts.

QUALIFICATIONS: An earned Master's degree is required. Preference will be given to candidates with a degree in Youth Development or other educationally-related area (examples are: Communications, Family Relations and Human Development, Recreation, Sociology, Psychology, Education including Agriculture, Extension, Elementary, Secondary, Family and Consumer Sciences and Physical). Volunteer administration experience as well as program development skills are needed. The successful candidate must be able to utilize a variety of teaching methods that include role play, lecture, interactive discussion, and demonstration. Previous experience in 4-H, other youth development organizations, or similar experiences and a demonstrated ability to work collaboratively with adults and youth are necessary. The successful individual will have strong written and oral communication skills and experience in working with diverse clientele and organizations. Candidates must be willing to work flexible hours including evening and weekend, have effective time management, organization and prioritizing skills, and be able to work with minimum supervision. Internal and external applicants for positions are also required to accurately self-disclose all criminal convictions when they apply. Background checks will be conducted on internal and

The Ohio State University, The United States Department of Agriculture, and County Commissioners Cooperating

external final candidates. Final candidate offer is contingent upon the university's verification of credentials and other information required by law and/or university policies or practices based upon the criminal background check.

SALARY: Commensurate with experience/credentials. Must provide own transportation with mileage allowance at the Department of Extension rate.

ANTICIPATED INTERVIEW DATES: Selected candidates will be invited to interview at Ohio State University's main campus on March 19, 2012 and in the county at a later date.

OTHER BENEFITS OFFERED: Group life, medical-surgical, major medical, hospitalization, vision, dental and disability insurance, retirement plans, Workers' Compensation, annual vacation, OSU fee allowance and sick leave.

TO BUILD A DIVERSE WORKFORCE OHIO STATE UNIVERSITY EXTENSION ENCOURAGES APPLICATIONS FROM INDIVIDUALS WITH DISABILITIES, MINORITIES, VETERANS, AND WOMEN. EEO/AA EMPLOYER. TDD# 1-800-589-8292.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICER: Garee W. Earnest, Ph.D., Leader, Human Resources, OSU Extension, 2120 Fyffe Road, Room 10, Columbus, OH 43210-1084

REGIONAL DIRECTOR, OPERATIONS: Dr. Stephen Wright, West Region, Ohio State University Extension, 1050 Carmack Road, 204 Mount Hall, Columbus, Ohio 43210.

TO APPLY: Complete application instructions at <http://extensionhr.osu.edu/career/apply.htm> To receive full consideration for this position, qualified applicants must submit the following materials: **1)** Completed OSU online application at <http://jobs.osu.edu/> **2)** Cover letter **3)** Resume/Vita and list of experiences and abilities **4)** List of at least three professional references; include email addresses, names, addresses, phone numbers **5)** Official graduate and undergraduate transcripts showing the dates conferred (copies are acceptable); email as a pdf or have ordered transcripts sent to: Ohio State University Extension / Human Resources / Attention: Toni Marie Bahnsen / 2120 Fyffe Road, Room 10 / Columbus, OH 43210. **Application materials must be submitted on or before the deadline date listed.**