

# Job Description for Extension Agent 4-H Youth Development

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## Educational Programming - 50%

- Develop, implement, and evaluate a plan of work based on locally identified needs which will lead to improved quality of living for youth and adults. Develop and lead a community based 4-H program which teaches life skills via a mix of methods including project, special interest, after-school and/or community clubs and project groups. Develop and implement a 4-H in-school program (clubs and school enrichment). Provide programs that are research based, designed for diverse audiences, include a variety of educational delivery methods and contain evaluation components based on sequential learning and demonstrate behavioral change. Develop, lead, and implement a comprehensive educational curriculum-based youth development program including six of the following seven curriculum areas: (1) Animal Science; (2) Communications and Expressive Arts; (3) Family and Consumer Sciences; (4) Health; (5) Leadership; (6) Natural Resources; (7) Science, Engineering and Technology. Use proven, research-based teaching methods to instruct youth on these curriculum areas. Plan, promote and attend 4-H camp(s) which foster independence, leadership skills, team building skills and environmental education and general life skills. Plan, organize and instruct 4-H activities and events throughout the county that provide opportunity for development of the life skills and self-esteem. Provide opportunities for youth to be actively involved in events and programs outside the county on the district, state, and/or national level. Work with specialists to provide cutting edge information and creative programming. This position will serve all clientele ensuring that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

## Advisory Councils - 10%

- Determine appropriate volunteer positions. Recruit, develop and utilize youth and adults to be active members of a 4-H Advisory council and County Extension Council to help identify local issues, conduct and evaluate educational programs, secure resources for Extension programs and communicate curriculum needs to the University.

## Leadership - 10%

- Recruit, develop and train youth and adults as leaders to assist with the implementation of the 4-H program. Ensure that all Client Protection guidelines are implemented within the 4-H Youth Development program area. Ensure that the 4-H Leadership is representative of the diversity of the county population. Develops personal leadership skills appropriate for professional position.

## Public Accountability and Public Relations - 10%

- Generate and utilize evaluation data on programming to document and publicize accomplishment. Share program outcomes with community and elected officials to help them understand the value of Extension. Demonstrates open and efficient communication among agents, support staff and Extension clientele. Provides latest research based information in a customer friendly manner to clientele. Network and build relationships among diverse groups and individuals to market and support for Extension. Use new technology to communicate with clientele and University officials. Contributes to the information base used to document accomplishments of the Cooperative Extension Service to key decision makers and Federal partners.

## Facilitation/Collaboration/Teamwork - 5%

- Collaborates with other groups which will lead to new audiences seeking opportunities to participate in Extension programs. Serve as a group facilitator to convene or intervene with groups that need a neutral facilitator to help the group identify, solve problems and/or make decisions. Partner with other groups/agencies in the county such as family resource centers, FFA, or other youth serving agencies in the county to provide youth programs. Build collaborations with other agencies and organizations to solve community problems and multiply effectiveness. Serve as a source of expertise in youth development and other subject matter areas targeted to youth audiences. Exhibit and promote teamwork within the Extension organization at county, district and state levels, acting as mentor and contributing to the professional development of all agents. Support the overall-office operation by having input on support staff evaluations, budget, county extension council as well as the other office-wide responsibilities and serving as a lead person in operational areas as needed.



## Customer Service - 5%

- Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.

## Supervision - 5%

- Monitors schedules and work completion. Reviews and updates all staff JAQ's. Conducts reviews to document and discuss staff progress in achieving performance standards. Allows and encourages staff to attend trainings that will enhance their development. Supports the implementation of new skills on the job and follows up to ensure implementation.

## Professional Standards, Customer Service and Organizational Improvement - 5%

- Consistently live out the commitment to the College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. In accordance with the University's four pillars of employee well-being: belonging and engagement, health and wellness, career success, and financial stability, it is strongly recommended that some portion of the professional development is related to well-being. Other duties as assigned.