Extension Educator, 4-H Youth Development

POSITION OVERVIEW

The Extension Educator serves as a regular, full-time, 12 month academic professional with primary responsibility for the development, delivery, and evaluation of educational programs supporting the mission of the University of Illinois Extension. 4-H Youth Development Educators support one of the four core Extension program areas and within that program area may focus on one or more of the following interdisciplinary initiatives: Energy and the Environment; Food Safety and Security; Economic Development and Workforce Preparedness; Family Health, Financial Security and Wellness; Youth Development. Programmatic objectives of Extension Educators will be consistent with national and statewide initiatives considered of significant importance to residents of the state of Illinois.

Extension Educators will be expected to deliver research-based educational programs and to work within team settings that may consist of other Extension Educators, community college professionals, and faculty within and outside of the College of ACES. The establishment of professional networks as well as the development of relationships with key stakeholder groups is vital to the success of Extension Educators. Extension Educators will be expected to deliver educational programs not only within their assigned multi-county unit, but as requested, to clientele within other units.

The Extension Educator, 4-H Youth Development is expected to concentrate programatically as a Multi-County Unit Educator. This programmatic concentration includes: Provide overall leadership to the entire 4-H Youth Development Program in a multi-county unit, focusing on 4-H Clubs, 4-H Groups, and Youth Education Initiatives. Ensure program planning, program monitoring, and program evaluation are consistent with local needs and statewide priorities. Implement organizational systems and programs by teaming with Program Coordinators, Community Workers, and Volunteers who assist with program management functions and teaching roles when appropriate. Guide all program expansion and program quality processes. Educate youth about critical youth development issues. Teach and provide training and support to skilled volunteers who teach and work with youth. Have expertise in youth development; youth program development; volunteerism; equity, access, and opportunity; partnerships; and organizational systems which is shared with others through volunteer trainings and professional development for staff.

One full time position is available.
Location: Unit 10 – Henderson, Knox, Warren, and McDonough Counties
(Position will be housed in Knox County)
Additional positions may become available in other locations

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

RESPONSIBILITIES

- Provide program leadership to the entire 4-H Youth Development Program in a multi-county unit, focusing on 4-H Clubs, 4-H Groups, and Youth Education Initiatives, interpret and integrate information, teach in the field of designated expertise, maintain the competencies to develop and deliver educational programming, and assist clients with the appropriate resource bases.
• Assess the needs of local clientele in a systematic and analytical manner. This may include networking and collaborating with community organizations and other relevant groups.
• Within the designated area(s) of specialization, develop innovative curricula and programs to address local needs as well as to mesh with the broader state and national interdisciplinary initiatives.
• Deliver high impact programs to diverse audiences utilizing a selection of innovative delivery mechanisms to optimize reach and effectiveness, by teaming with Program Coordinators, Community Workers, and Volunteers who assist with program management functions and teaching roles when appropriate.
• Guide all program expansion and program quality processes by continually educating youth about critical youth development issues, and teaching and providing training and support to skilled volunteers who teach and work with youth.
• Evaluate the impact of program initiatives in a planned and statistically relevant fashion. Evaluation plans should focus not only on short-term impacts but also on long-term changes in clientele practices.
• Develop effective and contemporary approaches to communicate with clientele. This may include constantly evolving electronic technologies (e.g. twitter, Facebook, blogs, e-learning, etc.).
• Compete for internal and external resources to enhance the development of innovative educational programs with potential for high impact.
• Establish professional relationships and participate in campus-based partnerships that tie academic programs and research to complement Extension programming by partnering with Extension Specialists and/or faculty members on research projects as appropriate within the initiatives.
• Develop professional collaborations with the County Director and Extension Council Members.
• Market and represent Extension's interests to external partners and stakeholders in areas related to expertise.
• Cooperate with the County Director to achieve budget goals and relevant grant initiatives.
• Support voluntary educational delivery systems with relevant subject matter expertise in youth development; youth program development; volunteerism; equity, access, and opportunity; partnerships; and organizational systems.
• Serve as an effective team member and volunteer for leadership roles as appropriate.
• Comply with all reporting deadlines and requirements (e.g. plans of work, activity and impact reporting, etc.)
• As needed, accept statewide responsibilities as requested by the Program Leader.
• As requested, supervise civil service personnel.
• Be an active member within a professional society(s) to keep abreast of changes within your discipline.
• Continually seek professional development opportunities to enhance competency in subject matter area.
• Assist with and support the total University of Illinois Extension program.
• Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assist Unit staff with data collection for Affirmative Action, Gender, and Targeted reports as needed.
• Local, regional, and statewide travel required; personal transportation required.
• Assume additional related responsibilities to enhance and further the mission of University of Illinois Extension.
• To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver’s license is preferred.
Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

**Administrative Relationship:** The Extension Educator, 4-H Youth Development is administratively responsible to the County Director.

**Programmatic Relationship:** The Extension Educator, 4-H Youth Development is programmatically responsible to the Program Leader(s) for the delivery of programs that mesh with identified national and state priorities.

**QUALIFICATIONS:**

**Required:** Master’s degree in Youth Development, Education, or related field from an accredited institution of higher education. Candidates with a Master’s degree in progress may be considered for interviews, but degree must be completed by hire date. Experience with educational programs. Strong oral and written communication skills. Evidence of strong interpersonal skills and ability to work within a team environment.

**Preferred:** Experience within the specialty field is highly desirable. Teaching experience in informal and formal settings. Evidence of program planning and experience working with racially, ethnically and linguistically diverse youth. Demonstrated ability to build and maintain diverse networks.

**APPLICATION PROCEDURE:**

To apply, go to [http://go.illinois.edu/A1800429](http://go.illinois.edu/A1800429). Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of July 27, 2018.

For further information about the position please contact Ryan Hobson at rhobson@illinois.edu. For Technical assistance with the online application process, call 217-333-6747 or email jobs@illinois.edu.