

FUNCTIONAL POSITION DESCRIPTION

<b>Functional Title</b>	4-H Youth Development Educator	<b>Extension Unit</b>	Cooperative Extension
<b>University Title</b>	4-H Extension Associate	<b>Headquarters</b>	NE Region; Boone County
<b>Job Code</b>		<b>Academic or Staff</b>	Academic
<b>FTE</b>	0.50	<b>Benefit-eligible</b>	Benefit-eligible
<b>PS Position #</b>		<b>FLSA Status</b>	Non-Exempt
<b>Funding Source</b>	1-year	<b>Special Notes</b>	
<b>Internal Department</b>	4-H Youth Development	<b>Last Revised</b>	10/10/2016

**Summary**

MU Extension 4-H Center for Youth Development provides leadership and expertise with developing communities of young people across Missouri who are learning citizenship, leadership, and life skills, 4-H is publically supported by county, state, and federal partners, as well as private resources to enrich the learning experiences of both youth and adults.

This position is responsible for providing local leadership and development of Youth Futures programs in Boone County. Since 2002 the 4-H Youth Futures College Within Reach Program, developed by the University of Missouri Extension/4-H Center for Youth Development and Lincoln University Cooperative Extension, promotes college as an attainable goal for high school youth who are not typically encouraged to attend college, such as first-generation college students. 4-H Youth Futures is an extensive college orientation program that includes on-going local mentoring and programming, college visits and a college orientation conference on the University of Missouri (MU) campus. The goal of the program is to help underserved, underrepresented, vulnerable youth attend college and graduate.

Position is grant funded. Currently secured funding until January 31, 2018

**Characteristic Duties:**

Orgnaize, lead, deliver, and evaluate Youth Futures programs to high school youth in a non-formal educational setting such as 4-H clubs, afterschool settings, day camps, summer school, fairs, etc. Additionally, this includes, orgnaizing, conducting, manage, and evaluating 4-H educational events, contests and programs.

Create and maintain relationships with partners, ensuring continued growth and impact of the programs; including recruiting and training volunteers

In collaboration with colleagues, work to develop strategies for fee generation.

Participate in training and development opportunities appropriate for the position and youth development.

Advocate for positive youth development in Boone County and MU Extension.

Ensure compliance for internal reporting and external funding requirements.

Ensure compliance with federal requirements for using 4-H name and clover emblem.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state, and region affirmative action plans.

As with all positions, involvement with other duties and responsibilities may be expected in order to support the mission and purpose of MU Extension.

Position will require flexible hours including weeknight and some weekend availability. Overnight travel will also be needed to fulfill the responsibilities of this position.

### **Supervision Received**

4-H Youth Development Specialist/Regional Director

### **Supervision Exercised**

4-H Youth Development Specialist/Regional Director

### **Minimum Qualifications**

Bachelor's degree with minimum of 24 hours of upper-level coursework in one or more of the domains of the 4-H Professional Research and Knowledge (PRK) taxonomy for youth developments. Domains are youth and adult development, learning strategies and education, organizational systems and resource management, community partnerships and volunteerism.

Ability to understand, synthesize and communicate relevant information to diverse audiences including experience working with under-served audiences, in particular, isolated youth, minorities and/or low income.

Ability to work with a minimum of supervision in an unstructured setting and to supervise others.

Must be able to pass and maintain a criminal background check and child abuse neglect screening.

### **Additional Preferred Qualifications**

Two or more years of experience which demonstrates knowledge and skills in youth development principles.

Ability to effectively use information technology including a variety of Windows based computer software programs.

Access to reliable transportation and ability to move 30 pounds.

### **Hiring Range**

\$14.42 - \$18.02/hour at 0.50 FTE