

## Regional 4-H Youth Development Specialist Miller County Position Description

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**POSITION:** Regional 4-H Youth Development Specialist (Miller) and County Program Director (Pulaski)  
**LOCATION:** Tuscumbia, Missouri and primarily serves Maries, Miller and Pulaski Counties in the East Central.

University of Missouri Extension regional specialists provide collaborative leadership and subject-matter expertise to develop, deliver and evaluate educational programs focused on improving lives, communities and economies. Regional specialists provide educational opportunities that enable businesses, farms, families and communities to strengthen the economy and enhance quality of life. Additionally, regional specialists create partnerships with civic and business organizations, educational institutions, local leaders and key stakeholders to identify priorities, increase financial and in-kind resources, and determine how research-based education can best meet the needs of residents.

This position is responsible for planning, implementing and evaluating positive youth and volunteer development programs through 4-H clubs, schools, youth-serving agencies, community collaborations, camps and fairs.

University of Missouri Extension 4-H youth development programs help children and teens become caring, capable, competent and contributing through a series of progressive experiences over time with caring adults during non-school hours. 4-H youth development programs focus on the broader developmental needs of youth, rather than preventing single issues or problems. 4-H youth development programs use a human ecological approach, recognizing that young people are part of systems, including family, school, community and society.

To learn more about the Center for Youth Development, visit <http://mo4h.missouri.edu/>.

### ESSENTIAL DUTIES

#### Program development, delivery and evaluation

- *Plan:* Work with constituents, colleagues, regional director, program director and campus faculty to establish program goals that meet local, regional and state needs, as well as grant and partnership requirements.
- *Volunteer development:* Develop, coordinate and manage volunteer systems for youth and adult volunteers who deliver or collaborate with University of Missouri Extension 4-H youth development programs. Provide training and support for professionals and volunteers from other youth-serving agencies, schools and community organizations.
- *Educate:* Develop and provide high-quality educational programs that are consistent with the MU Extension mission, are research- and evidence-based, and result in learning and behavior changes that positively

impact the economy and society. Foster diversity and inclusiveness by providing educational programs that are representative of diversity in the assigned counties.

- *Collaborate*: Participate in interdisciplinary teams, committees and task forces. Work with faculty and staff located in county offices, across program disciplines and regions, with boards and organizations and with other campuses throughout Missouri to carry out the mission, vision and values of MU Extension.
- *Evaluate*: Regularly collect qualitative and quantitative data to evaluate the impact of educational programs and services. Determine if knowledge and skills were learned, and if learning was applied.
- **Administrative and organizational leadership**
- *County program director*: Will need to assume county program director responsibilities in Pulaski County. Including, but not limited to, collaborative leadership, coordination of county program plans, management of financial and non-financial resources, and daily coordination of office personnel. Ensure the development, implementation and evaluation of MU Extension programs by involving faculty, clientele, extension councils, advisory committees, community agencies, organizations and other citizens. Represent the University of Missouri to county extension councils, county governments and other agencies in determining fiscal needs and in securing and managing resources. Help lead and develop county council boards to enhance leadership skills and commitment to the MU Extension mission.
- *Resource generation and sustainability*: Generate and manage revenue (e.g., contracts, grants, fees and gifts) to sustain and grow essential programs. Seek out and develop funding sources that align with organizational priorities, values and mission. Ensure compliance with requirements, and maintain fiscal accountability.
- *Stakeholder relations*: Develop and maintain essential partnerships with local and regional organizations, governments and key leaders. Effectively communicate MU Extension's value to stakeholders. Establish positive working relationships with 4-H volunteers, soil and water boards, 4-H Center for Youth Development, and Lincoln University.
- *Marketing and public relations*: Market educational offerings and promote the mission of MU Extension to area leaders, chambers of commerce, civic organizations, public agencies and other partner organizations. This may include presentations, radio and news releases, meetings with legislators and other leaders, social media and other venues appropriate for the programs and audiences.
- *Supervisor responsibilities*: May be responsible for supervising 4-H office and/or paraprofessional personnel including hiring, training, evaluating and ensuring effective performance management.

### **Professional expectations**

- Remain up-to-date on trends and research-based knowledge to effectively deliver relevant, reliable and responsive programs. Apply this knowledge in scholarly products such as curriculum development, in-service education instruction, articles in professional and popular press, presentations at professional meetings, funded grant proposals, etc.
- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge. Demonstrate mastery of core competencies, including subject matter expertise,

effective and innovative teaching strategies, and program development processes. Must be able to integrate new and emerging technology, listen effectively, and speak and write effectively. Must demonstrate organizational skills and collaborative leadership abilities.

- Must travel throughout Missouri regularly, using own transportation, and occasionally must travel out of state. Working evenings and weekends is often required to meet the needs of learners and constituents. Additionally, 4-H Specialists must be able to transport and supervise youth for overnight and residential educational events.

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. Other duties and responsibilities will be expected to support the mission and purpose of MU Extension.

### **LEADERSHIP RECEIVED**

Administrative supervision is received from the East Central regional director. Program leadership is received from the statewide 4-H youth development program director.

### **QUALIFICATIONS**

An earned master's degree with minimum of 24 hours of upper level coursework in one or more of the following areas: child, adolescent, and adult human development; education, learning theory and learning strategies; organizational systems and human resource management; community development/partnerships; and volunteerism. Degrees in education, social work, child/family/human development, psychology, sociology, community development, and leisure studies represent some of the fields of study of successful applicants.

Demonstrated ability in applying and transferring research-based knowledge in the above subject matter areas.

Ideal candidate will also have successful experiences applying knowledge of volunteerism, human growth and development, human learning, family systems, parenting, prevention, experiential education, community collaboration, and state and national issues relative to youth and families.

### **Successful candidate will also demonstrate the following:**

Effective and innovative teaching strategies that engage others. Must be able to integrate new and emerging technology into teaching strategies.

Effective listening, written and oral communication skills including public speaking and presentation abilities.

Organizational skills, interpersonal skills, problem-solving abilities and collaborative leadership experiences.

Flexibility, resiliency, and the ability to operate with minimal guidance.

Positive outlook, high personal standard of excellence, and passion for the vision, mission and values of MU Extension.

**An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer**