



UNIVERSITY OF MINNESOTA EXTENSION

Working title: 4-H Program Assistant, Traverse County
Appointment: Full-time, Job code 4910, [AFSCME](#) Unit 7 represented
Starting Wage: **\$20-\$23.00/hour** estimated starting wage; depending on qualifications
Office Location: Traverse County Extension Office, Wheaton
University Benefits: Some benefits apply, <https://hr.umn.edu/Benefits/U-M-Employment-Benefits>
Apply By: November 8, 2023

ABOUT THIS POSITION

This position will manage and steward the 4-H Youth Development program in Traverse County under the direct supervision and guidance of the Program Leader and in partnership with regional Extension Educators (Volunteer Systems and other areas). This 4-H Program Assistant position is community-based staff of the University of Minnesota Extension. The position is a link between the land grant University research and Minnesota residents by providing learning opportunities that address local needs.

This position primarily works with adults on 4-H Youth Development programming in Traverse County. The 4-H program associate works collaboratively with youth, families, volunteers, community partners, and University faculty/staff to reach two overarching program goals: 1) *Youth will learn by developing a passion in their areas of interest;* 2) *Youth will lead by being innovators and social change agents.*

Program Coordination - 40%

- Under the guidance and directive of the Program Leader, monitor and ensure the county program is moving toward the statewide 4-H program outcomes.
- Be the contact for the local governing board (Federation/Leadership Council, Advisory Team) and county committees to move forward program plans.
- Maintain and ensure accessibility to all youth through 4-H Club experiences (community, after school, site based and project clubs).
- Manage and coordinate opportunities for reflection and public recognition (i.e. showcase at county fair, awards program).
- Coordinate youth and volunteer involvement in regional, state and national 4-H Youth Development programs.
- Build and maintain relationships with partners (youth, volunteers, interns, businesses, community-based organizations) to help advance 4-H program goals in Traverse County.
- Collaborate with colleagues in county, regional, and state positions to ensure quality youth programs.
- May recruit, direct work, and support short-term 4-H staff and supervise student interns, as needed for Traverse County.
- Follow and implement University of Minnesota, Extension, and Minnesota 4-H Youth Development policies and practices.

Volunteer Coordination- 35%

- Under the direction of, and in partnership with the Regional Volunteer Systems Extension Educator:
 - Assist in managing the volunteer system (e.g., identify, select, train, utilize, recognize, evaluate volunteers).
 - Address problems that arise with volunteer roles.
 - Ensure volunteers are appropriately screened for their role.

- Respond to volunteer request for resources and information.
- Provide resources to volunteers that support their role (e.g., club start up, online training links, training options)

Marketing, Recruitment, Evaluation & Reporting - 15%

- Communicate 4-H program opportunities to members, families, volunteers, and partners using email, social media, direct mail, etc.
- Help promote and market the 4-H youth development program for Traverse County.
- Distribute marketing materials provided for 4-H educational programs and events.
- Work with the Program Leader to communicate the value, impacts and outcomes of the 4-H youth development program to local stakeholders and media.
- Collect and ensure entry of data for program reporting and other reporting requirements.
- Write content for various media sources (e.g., newspapers, radio, newsletters, web, social media) to promote programs, report on programs, and educate the public.
- Develop and maintain respectful working relationships with youth, families, volunteers, colleagues, community partners, and other stakeholders.

4-H Program Operations - 10%

- Follow all fiscal policies, including reporting for tax purposes.
- Under the direction and supervision of the Program Leader, generate and/or manage revenue to enhance educational programming for Traverse County.
- Manage established processes for youth enrollment, volunteer enrollment, event participation, and club/county chartering.
- Apply risk management procedures to youth programs.

QUALIFICATIONS

Required Qualifications:

- High school diploma or the equivalent and two years of full-time equivalent related experience in youth work (this can be met with a combination of volunteer experience, employment experience, education/classes in related youth work; but must equal 2 years of full-time work)
- Basic experience with word processing, e-mail, and internet browsers.
- Experience working with clientele both face-to-face and on the phone.
- Proficient in oral and written English communication skills

Additional Requirements/Working Conditions:

- Valid driver's license and own means of transportation with required liability insurance or make individual arrangements for transportation. Mileage and sustenance reimbursement provided according to University policies.
- Must be able to travel within the designated communities and provide in-person programming.
- Work within an office as well as in various educational settings.
- Ability to maintain a flexible work schedule, including occasional evening or weekend work.
- When not in the assigned office location, employees must be reachable with a mobile or alternate number at the employee's own expense.
- Must have the ability to lift, carry, pull, and push 20 pounds.
- Must be able to stand for 90 minutes at a time and sit for 90 minutes at a time. Some days will require hours of standing or sitting.
- Ability to work on a computer for prolonged periods of time.
- **This position is not eligible for employment visa sponsorship.**

Preferred Qualifications:

- Bachelor's degree; preferably in education, sociology, youth development, or related field.

- Program development, teaching and evaluation skills.
- Experience working with volunteers.
- Experience coordinating events and educational activities.
- Basic understanding of youth development principles.

ABOUT EXTENSION

University of Minnesota Extension is a major outreach arm of the University of Minnesota with a mission to serve the public through applied research and education. Our mission is to make a difference by connecting community needs and University resources to address critical issues in Minnesota. Extension strives to attract and retain high-quality, passionate employees, and weave diversity, equity and inclusion into all aspects of Extension's programming and employee engagement. Find further information at, <https://extension.umn.edu/>.

TO APPLY

Please apply online: <https://extension.umn.edu/about-us/careers> **Job Opening ID: 358248**

Please attach the following required application materials:

1. **Cover letter**
2. **Resume-** Your resume **must include** all your education and experience as it relates to the required qualifications. The initial HR screening process focuses primarily on the resume.

Three professional references will be required for those invited to interview. Additional documents may be attached after the application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section. See full instructions, <https://hr.umn.edu/Jobs/Applicant-Center/Help-Job-Applications/Using-Job-Application-System>.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

For questions about this position contact:

Kari Robideau, Program Leader, Youth Development, robideau@umn.edu.

For questions about applying online, contact:

Tiffany McMillan, Extension Human Resources, tiffmcm@umn.edu.

Employment Requirements

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

Diversity

The University of Minnesota and Extension recognize and value the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.

