



## **Extension Field Specialist in 4-H Youth Development**

**Assistant/Associate/Full Extension Professional – St. Charles County, Missouri**

Please apply at <https://hrs.missouri.edu/find-a-job/academic>

**Job ID 37614**

### **Job Description**

**LOCATION:** St Charles, Missouri and primarily serves St Charles County in the Urban East Region, with additional service across the state as needed.

The University of Missouri (MU) Office of Extension and Engagement's distinct land-grant mission is to improve lives, communities and economies by producing relevant, reliable and responsive educational strategies throughout Missouri. Our dedicated and knowledgeable faculty and staff collaborate with researchers and community leaders to develop and deliver programs that address needs of Missourians including: educational attainment; environmental concerns; community, economic, business and workforce development; global food systems; and health systems. For more information about MU Extension and Engagement, please visit <https://extension.missouri.edu/>

Extension faculty are 12-month, non-tenure track appointments to the promotable ranks of assistant, associate, or full Extension Professional. The rank at time of appointment or promotion is consistent with the standards of achievement and experience established by the faculty. MU Extension faculty are commonly known as Specialists, with titles that indicate geographic focus and programmatic specialization. Specialists provide educational opportunities that enable businesses, farms, families and communities to strengthen the economy and enhance quality of life. Additionally, specialists create partnerships with civic and business organizations, educational institutions, local leaders and key stakeholders to identify priorities, increase resources, and determine how research-based education can best meet the needs of residents.

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/>

This position will be filled as a 0.90 FTE (36 hours per week).

## CORE DUTIES OF EXTENSION FACULTY

The core duties of MU Extension faculty are to Educate, Create, and Connect. The emphasis among these duties and specific deliverables will vary for different appointments and evolve from year to year, direction for which is developed in an annual plan of work for the program area and for the individual.

- *Educate.* Extension Faculty deliver onsite Extension teaching and programming, online courses, continuing education, technical assistance, consultation, and other educational methods and interventions. The primary role of all Specialists around the state is to disseminate the knowledge generated by the University through educational programs and services to support the individual, organizational, and community goals of Missouri learners and clients.
- *Create.* Extension Faculty develop innovative and research-informed educational products, services, and materials and scholarly products, including curricula, publications, presentations, and other resources. Extension Faculty contribute to the scholarship of extension and engagement and to applied research, to evaluate and improve how programs and services result in learning and behavior changes that positively impact individuals and communities.
- *Connect.* Extension Faculty engage with learners, communities, and stakeholders including Extension Councils, government officials and agencies, partners, and with university and professional organizations. Strong connections help generate revenue to sustain and grow valued programming through grants, contracts, fees, gifts, and partnerships. Extension faculty intentionally foster diversity and inclusiveness by providing educational programs that connect to the varied needs of Missourians and their communities, through the cycle of market relations including needs assessment, promotion, and feedback utilizing a variety of media and venues. Faculty are expected to assist with recovery efforts during times of natural disasters

### Specialist Emphasis

- *Program specialization:* The Field Specialist in 4-H Youth Development 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.

### Responsibilities Include:

- Advance the Field of Youth Development while providing 4-H Leadership in accordance to the MO 4-H priorities
- Support the MO 4-H Statewide initiatives in the form of leadership, civic engagement, healthy living, STEM or career readiness opportunities
- Diversify the county delivery modes
- Oversee the 4-H program in their Regional Area (create, implement & evaluate a regional plan to achieve the statewide goals)
- Secure a culture of high-quality service for all the 4-H members and volunteers
- Lead at least one statewide initiative (may be in the form of a working group) linked to their 4-H expertise area, this expertise area will define their scholarly work and their pathway for their NTT promotion.
- Supervise educators and YPAs to secure their vision is being implemented.

## **Professional expectations**

- All Extension Faculty, regardless of appointment category or type, are expected to demonstrate competency in Communication, Educational Programming and Knowledge of Subject Matter, Inclusivity, Information and Education Delivery, Interpersonal Relations, Knowledge of Organization, Leadership, Organizational Management, and Professionalism.
- All Extension Faculty, regardless of appointment category or type, are expected to actively pursue resources to support both local and organizational operations and programming through grants, contracts, gifts, fees and partnerships.
- Field Specialists are crucial to the success of Extension through engagement with local and/or regional stakeholders to identify needs, and then collaborate with appropriate faculty, both on and off-campus, to meet those needs. Field Specialists are expected to be involved in the development of applied studies and the subsequent delivery of those findings through, but not limited to, demonstration, field days, workshops, print, digital and other electronic media as appropriate. The percentage of time spent on engagement and applied studies may differ between county engagement specialist appointments and field specialist appointments.
- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge. 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 with a positive outlook, high personal standard of excellence, and passion for the mission, vision and values of MU Extension.
- Specialists travel throughout Missouri regularly, using own transportation, with occasional travel out of state. Extension Faculty must work effectively, flexibly, and independently, often with little guidance. Working evenings and weekends is often required to meet the needs of learners, clients, and stakeholders.
- Other duties and responsibilities will be expected to support the mission and purpose of MU Extension.
- 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.

## **UNIVERSITY INFORMATION**

The University of Missouri, also known as Mizzou and MU, is the Flagship University of the four-campus University of Missouri system. It is the state's land-grant university and one of the most comprehensive universities in the United States. MU's broad undergraduate programs and its' graduate, professional and research programs attract annual enrollment of more than 30,000 students. MU is centrally located

in Columbia, MO, which is consistently ranked as one of America's most livable cities. MU Extension and Engagement programs are located on all four campuses and in 114 counties and St. Louis city.

### **LEADERSHIP RECEIVED**

Programmatic supervision is received from the Statewide 4-H Youth Development Director. Regional leadership is received from the Regional 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 at time of appointment.

#### **Candidates will be evaluated on:**

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

Ideal candidates 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.

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.

MU is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

Candidates must demonstrate they are authorized to work in the United States. Sponsorship of U.S. temporary employment visas will not be offered for this position.

### **Application Materials**

Complete the brief online application and be prepared to upload:

- Cover Letter
- Resume/CV

- Copies of all academic transcripts, and
- a list of 3-5 references

### **Benefit Eligibility**

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

### **Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

### **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278. EEO IS THE LAW

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