



## Extension County Engagement Educator in 4-H Youth Development – Barry, Lawrence and McDonald Counties, Missouri

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

Job ID 39254

### Job Description

**MU TITLE:** Extension Instructor

**LOCATION:** Cassville, Missouri primarily serving Barry County in the Southwest Region. This position will also provide assistance as needed in Lawrence, McDonald, and Lawrence counties.

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://extension2.missouri.edu/>

### Position Overview

This position serves as the primary representative of the University of Missouri in the headquarter county, and provides administrative oversight as the lead MU representative of the county extension office.

This position also provides University of Missouri Extension 4-H youth development programs to 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 is a 12-month academic position, not eligible for tenure.

This position will be filled at a 0.90 FTE (36 hours a 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. The direction for work is developed in an annual plan of work for the program area and for the individual.

- *Educate.* The primary role of all Educators 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 Educators deliver innovative and research-informed educational products, services, and materials and scholarly works, including curricula, publications, presentations, and other resources. Extension Educators contribute to the scholarship of extension and engagement, and to applied research, by supporting evaluation and improvement regarding the effectiveness of programs and services to result in learning and behavior changes that positively impact individuals and communities.
- *Connect*. Extension Educators 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 Educators 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. Extension Educators may also be called on to support disaster recovery efforts in the event of a natural disaster.

### **Specialist Emphasis**

- *County engagement and local operations*: In addition, the County Engagement Educator (CEE) serves as the primary representative of and connection to the University of Missouri in the home county and provides administrative and strategic leadership for the county office, representing approximately half of the educator's effort.

The CEE will lead partnership collaborations within the county, cultivating positive relationships between the University and the community toward the development and delivery of educational programs and services that result in individual well-being and community betterment. County Engagement Educators work with local and campus colleagues to assess needs and progress toward goals within their area of specialization, collaboratively producing a data-informed understanding of the conditions and opportunities within the counties served in Extension's impact areas of agriculture and the environment, youth and families, businesses and communities, and health and safety.

The CEE is responsible for the collaborative leadership of the home county office, coordination of county program plans, assisting the county council with financial and non-financial resources, and daily coordination of office personnel. The CEE will ensure the development, implementation and evaluation of MU Extension programs by involving county faculty and staff, clientele, extension councils, advisory committees, community agencies, organizations and other citizens. They represent the University of Missouri to county extension councils, county governments and other agencies in determining fiscal needs and in securing resources. The CEE will help facilitate county council elections and enhance leadership skills and commitment to supporting the MU Extension mission.

***Program specialization***: The CES 4-H Youth Specialist 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.

### **Duties and Responsibilities**

- Provide leadership to the Youth Led 4-H Councils
- Recruit, develop and train youth and adults as leaders to assist with the implementation of the 4-H program.
- Implement community based 4-H PYD programs, in-school and after-school programs, SPIN Clubs and enrichment activities.

- Recommend and use proven research-based curriculum and teaching methods in all your programs.
- Support and encourage 4-H volunteers to organize events in assigned counties.
- Promote and attend 4-H activities in assigned counties (when possible).
- Support the evaluation of the Missouri 4-H programs (evaluations provided).
- Ensure that all the youth and adults in the county have an equal opportunity to participate in extension programs.
- Support the Field Specialist's leadership to the Youth Led 4-H Councils and 4-H Expansion and Review Committees.
- Ensure 4-H programs are safe.
- Ensure that 4-H leadership is representative of the diversity of the county population.
- Promote youth participation in state, national and international 4-H opportunities
- Apply for and administer local grants and other funding sources.
- Identify and secure partnerships to diversify MO 4-H Delivery modes to grow the program with long term experiences for all the youth in the county or counties assigned
- Support and lead overnight 4-H events, including Camps and other events
- Secure a culture of high-quality service for all the 4-H members and volunteers
- Other duties as assigned.

## **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.
- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge including 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 other campuses throughout Missouri with a positive outlook, high personal standard of excellence, and passion for the mission, vision and values of MU Extension.
- Educators 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 as assigned 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.

## **LEADERSHIP RECEIVED AND EXERCISED**

Administrative supervision and program leadership is received primarily from the Regional Director, with secondary supervision from the 4-H County Engagement Specialist.

## **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.

## **QUALIFICATIONS**

An earned bachelor'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:**

- 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. A doctorate is preferred.
- 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, including strong listening, written, and oral communication skills.
- Must be able to integrate new and emerging technology into teaching strategies. Experience in designing, conducting and evaluating educational programs, and applying research-based knowledge in subject matter areas related to community cooperation and collaboration, capacity assessment and action planning, needs assessment, citizen participation, leadership, resource management, and volunteerism is desired.
- 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 at time of hire. 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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