



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

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

**Please apply at:** <https://hr.missouri.edu/job-openings>

**Job ID: 43848**

### **Job Description**

**MU TITLE:** Assistant/Associate/Full Extension Professional

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

### **Specialist Emphasis**

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.

*Program specialization:* The Field Specialist in 4-H Youth Development is responsible for planning, implementing, and evaluating positive youth and volunteer development programs through diverse delivery methods.

This position is a 12-month, ranked, non-tenure track appointment at the rank of assistant, associate, or full Extension Professional. Rank will be determined at the time of appointment based on qualifications and experience in accordance with the MU Extension faculty standards. This position will hold a working title of Field Specialist in 4-H Youth Development.

As a Field Specialist, your workload distribution at appointment will be 90% Extension Teaching and 10% Traditional Service.

This appointment is renewable annually at the discretion of the University and workload distribution may change at the discretion of Extension leadership. Circumstances affecting continued employment include, but are not limited to, work performance, fund availability, and educational priorities.

### **Duties and Responsibilities**

- Implement community-based 4-H PYD programs, in-school and after-school programs, short-term interest (SPIN) Clubs, and enrichment activities.
- Use and recommend research-based curriculum and teaching methods.

- Secure a culture of high-quality service for all the 4-H members and volunteers
- Provide leadership to 4-H councils and committees
- Recruit, develop, and train youth and adults to assist as leaders with implementing the 4-H program.
- Conduct evaluations 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.
- Ensure that 4-H leadership is representative of the diversity of the county population.
- Apply for and administer local grants and other funding sources.
- Provide supervision and development to program associate(s).
- Other duties as assigned.

### **CORE DUTIES OF MU EXTENSION SPECIALISTS**

MU Extension Specialists deliver the University of Missouri to all Missourians. They serve all Missourians by bringing research-based solutions to work on local problems. MU Extension Specialists teach new and foundational concepts, link people to resources, support partner organizations, participate in research, train volunteers, evaluate programs, foster innovation, and serve communities. MU Extension Specialists work as a team to expand educational attainment, foster economic development, and improve health outcomes. These core duties fall into three major areas:

#### ***Educate, Create, and Connect.***

- *Educate.* MU Extension specialists design, conduct, and evaluate educational programs. MU Extension specialists teach research-based information via meetings, in-person and online courses, continuing education classes, technical assistance, volunteer training, media, websites, consultation, and other educational methods. They provide inclusive educational programs that support Missouri's diverse learners and clients' individual, organizational, and community goals.
- *Create.* MU Extension specialists develop innovative and research-informed educational products, services, materials, and other scholarly works. These include curricula, publications, presentations, educational tools, websites, and similar resources. MU Extension specialists obtain and use extramural funding to support creative works. MU Extension specialists contribute to the scholarship of Extension and Engagement by evaluating programs that result in learning and behavior changes that impact individuals and communities.
- *Connect.* MU Extension specialists engage with learners, stakeholders, volunteers, and communities, including county extension councils, government officials and agencies, partners, and University and professional organizations. MU Extension specialists listen and respond with care. MU Extension specialists intentionally foster diversity, equity, and inclusiveness via engaged partnerships and robust connections to the vast array of programs offered by the University of Missouri System.

## **Professional Expectations**

- Engage with stakeholders in all counties to identify educational needs and then collaborate with appropriate internal and external partners to meet those needs.
- Create an annual plan of work that reflects local needs and aligns with statewide program area efforts. Provide a monthly report to county extension councils, supervisors, county commissioners, and others regarding programmatic efforts. Attend at least one county extension council each month and provide an oral update on program efforts at that meeting.
- Collaborate with campus-based specialists on research projects and then deliver findings from those efforts via demonstrations, field days, courses, workshops, consultations, publications, and appropriate media.
- Effectively work with supervisors, other specialists, and local leaders to complete administrative tasks as needed.
- Demonstrate competency in communication, educational programming, subject matter knowledge, inclusivity, equity, educational delivery, volunteer management, grant acquisition, teamwork, interpersonal relations, organization knowledge, leadership, and professionalism.
- Offer timely, research-based information during times of natural disasters or similar events.
- Represent the University of Missouri on boards and committees as assigned.
- Participate in professional development events to improve both technical and leadership skills.
- Conduct all activities per the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act, and local, state, and regional affirmative action plans.
- Other duties and responsibilities as assigned to support the mission of MU Extension.

## **Additional Expectations**

- MU Extension Specialists regularly travel throughout Missouri and occasionally to out-of-state locations. MU Extension requires specialists to have a valid Missouri driver's license, a legally operating vehicle, and wireless telephone/data service for University use. MU Extension specialists receive reimbursement for approved travel expenses, per University of Missouri policy.
- MU Extension programs often occur outside of regular business hours. MU Extension Specialists should expect to attend these events as needed to meet the needs of learners, clients, and stakeholders.

## **MU EXTENSION LEADERSHIP RECEIVED**

The Senior Program Director for 4-H Youth Development provides overall programmatic leadership. Programmatic supervision comes from the Assistant Director of Missouri 4-H (Education Director) for the Missouri 4-H and administrative oversight from the Regional Director.

## **MU EXTENSION INFORMATION**

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 specialists and staff collaborate with researchers and community leaders to develop and deliver programs that address the needs of Missourians, including educational attainment, economic development, and healthy people. For more information about MU Extension and Engagement, please visit <https://extension.missouri.edu/>.

## **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 one of the state's land-grant universities. MU's comprehensive undergraduate and graduate, professional, and research programs attract an annual enrollment of more than 30,000 students. MU Extension and Engagement programs are located on all four campuses and in 114 counties and St. Louis city.

## **QUALIFICATIONS**

An earned master's with a 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 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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