



4-H Youth Development Educator – Adair and Macon Counties, MO

Please apply at [Job ID: 50641](#)

Job Description

MU TITLE: Extension Instructor

LOCATION: Kirksville, Missouri, primarily serving Adair and Macon Counties in the Northeast Region

Educator 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 4-H Youth Development Educator is responsible for planning, implementing, and evaluating positive youth and volunteer development programs through diverse delivery methods.

As an Educator, 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.

This position is a 12-month unranked academic position. This position will have a MU Title of Extension Instructor with the working title of 4-H Youth Development Educator.

Duties and Responsibilities

- Implement community-based 4-H PYD programs, in-school and after-school programs, short-term interest (SPIN) Clubs, and enrichment activities in collaboration with the Field Specialist in 4-H Youth Development.
- 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 as needed.
- 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 in collaboration with the Field Specialist in 4-H Youth Development.
- 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 in collaboration with the Field Specialist in 4-H Youth Development.
- Other duties as assigned.

CORE DUTIES OF MU EXTENSION EDUCATORS

MU Extension Educators deliver the University of Missouri to all Missourians. They serve all Missourians by bringing research-based solutions to work on local problems. MU Extension Educators 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 Educators 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 educators design, conduct, and evaluate educational programs. MU Extension educators 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 educators 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 educators obtain and use extramural funding to support creative works. MU Extension educators 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 educators engage with learners, stakeholders, volunteers, and communities, including county extension councils, government officials and agencies, partners, and University and professional organizations. MU Extension educators listen and respond with care. MU Extension educators 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.
- Effectively work with supervisors, 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.
- 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 Educators regularly travel throughout Missouri and occasionally to out-of-state locations. MU Extension requires educators to have a valid Missouri driver's license, a legally operating vehicle, and wireless telephone/data service for University use. MU Extension Educators receive reimbursement for approved travel expenses, per University of Missouri policy.
- MU Extension programs often occur outside of regular business hours. MU Extension educators 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. Primary supervision comes from the Youth Development Specialist.

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://extension2.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 bachelor's degree 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.

Candidates will be evaluated on:

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.

Application Materials

Complete the brief online Application and prepared to upload:

- Cover Letter
- Resume/CV
- Copies of all unofficial academic transcripts, and
- a list of 3-5 references

It is recommended that these required documents be uploaded as one PDF file as a resume document. For questions regarding the online application process, contact MUHRS@missouri.edu or call 573.882.7976. For technical problems with the online application process contact Helpdesk@missouri.edu or call 573.882.5000.

SALARY

Minimum starting salary of \$47,000.00, salary will be commensurate with qualifications and experience of the applicant.

Benefit Eligibility

This position is eligible for University benefits. As part of your total compensation, the University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts for all four UM System campuses. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <https://www.umsystem.edu/totalrewards/benefits>.

Values Commitment

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research and engagement. This commitment makes our university a better place to work, learn and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our missions of teaching, research, and engagement.

Equal Employment Opportunity

The University of Missouri System is an Equal Opportunity Employer. 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, or protected veteran status, or any other status protected by applicable state or federal law. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. For more information, visit <https://www.umssystem.edu/ums/hr/eeo> or call the Director of Employee and Labor Relations at 573-882-7976.

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.

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