



Date: January 16, 2020

Department: Unit12 – McLean County

Current Classification & Percentage: Academic Hourly Extension Educator, 4-H Youth Development /70%

Reason for Position Description: New Hire

Hourly Rate: \$25.00

Function:

The Academic Hourly Extension Educator, 4-H Youth Development, located in McLean County, is expected to concentrate programmatically in the metro area of the multi-county Unit. This programmatic concentration includes: Provide leadership to the 4-H Youth Development Program in the metro area of the multi-county Unit, focusing on 4-H Clubs, 4-H Groups, and Youth Education Initiatives. Educate youth about critical youth development issues. Ensure program planning, program monitoring, and program evaluation are consistent with local needs and statewide priorities. Implement organizational systems and programs by teaming with Program Coordinators, Community Workers, and Volunteers who assist with program management functions and teaching roles when appropriate. Guide program expansion and program quality processes. Create higher education, business and community partnerships to expand and support 4-H youth development program initiatives. Teach and provide training and support to skilled volunteers who teach and work with youth. Have expertise in youth development; youth program development; volunteerism; equity, access, and opportunity; partnerships; and organizational systems which is shared with others through volunteer trainings and professional development for staff.

DUTIES & RESPONSIBILITIES:

Program Development, Delivery and Evaluation (75%)

- Provide program leadership, interpret and integrate information, teach in the field of designated expertise, maintain the competencies to develop and deliver educational programming, and assist clients with the appropriate resource bases.
- Assess the needs of local clientele in a systematic and analytical manner. This will include networking and collaborating with community organizations and other relevant groups.
- Within the designated area(s) of specialization, develop innovative curricula and programs to address local needs as well as to mesh with the broader state and national interdisciplinary initiatives.
- Deliver high impact programs to diverse audiences utilizing a selection of innovative delivery mechanisms to optimize reach and effectiveness, by teaming with additional Extension employees and volunteers who assist with program management functions and teaching roles when appropriate. To include but not limited to:
 - Learn and Fun Day
 - Livestock Learn and Fun Day
 - Project workshops
 - Club visits
 - Chick it Out
 - STEAM Day at the fair
 - Daycare tours



- Guide program expansion and program quality processes by teaching and providing training and support to employees or volunteers who teach and work within the program area.
- Support voluntary educational delivery systems with relevant subject matter expertise.
- Evaluate the impact of program initiatives in a planned and statistically relevant fashion. Evaluation plans should focus not only on short-term impacts but also on long-term changes in clientele practices.
- Develop effective and contemporary approaches to communicate with clientele. This may include constantly evolving electronic technologies (e.g. twitter, Facebook, blogs, e-learning, etc.).
- Comply with all reporting deadlines and requirements (e.g. plans of work, activity and impact reporting, etc.)

Organizational Leadership and Development (25%)

- Assist in marketing and representing Extension's interests to external partners and stakeholders in areas related to expertise.
- Cooperate fully with the County Director to achieve budget goals, address staffing needs, fulfill relevant grant initiatives, report impacts, and carry out all other items relevant to the operation.
- Develop professional collaborations with the County Director, other Educators and Extension Council Members.
- Assist with and support the total University of Illinois Extension program.
- Serve as an effective team member and volunteer for leadership roles as appropriate.
- Assist in leading McLean 4-H team under the direction and in consultation with the County Director.
- Perform other duties that contribute to the mission of University of Illinois Extension programming, as assigned.

WORK SCHEDULE

The work schedule will consist of 28 hours/ week with some evenings and weekends.

ADMINISTRATIVE RELATIONSHIP

The Academic Hourly Extension Educator is administratively responsible to the County Director.

PROGRAMMATIC RELATIONSHIP

The Academic Hourly Extension Educator is programmatically responsible to the Program Leader(s) for the delivery of programs that mesh with identified national and state priorities.

QUALIFICATIONS

REQUIRED

- Master's degree in Youth Development, Education, or related field from an accredited institution of higher education. Candidates with a Bachelor's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Evidenced knowledge of and experience with youth development best practices.
- Experience working with racially, ethnically or linguistically diverse youth.



PREFERRED

- Teaching or youth development experience in informal setting.
- Experience working with volunteers, including recruitment and support.
- Experience with program planning for youth audiences.
- Experience in evaluation and impact reporting of youth programs.
- Experience in leadership role and/or evidenced ability to guide the work of others.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong oral and written communication skills. Evidence of strong interpersonal skills and ability to work within a team environment. Demonstrated ability to build and maintain diverse networks.
- Project management experience
- Organization
- Effective teamwork strategies
- Leadership experience
- Effective communication
- Ability to manage multiple projects at once
- Attention to detail
- Time management

ENVIRONMENTAL DEMANDS

To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu

Signatures and Dates

Supervisor Signature _____

Date _____

Employee Signature _____

Date _____