ILLINOIS
Extension
COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

# Extension Educator, 4-H Youth Development

**WE TRANSFORM LIVES.**
Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

**Be a part of our story.** Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Extension Educator serves as a regular, full time, 12 month academic professional with primary responsibility for the development, delivery, and evaluation of educational programs supporting the mission of the University of Illinois Extension. Extension Educators support one of the four core Extension program areas and within that program area may focus on one or more of the following interdisciplinary initiatives: Community, Environment, Economy, Food, and Health. Programmatic objectives of Extension Educators will be consistent with national and statewide initiatives considered of significant importance to residents of the state of Illinois.

Extension Educators will be expected to deliver research-based educational programs and to work within team settings that may consist of other Extension Educators, community professionals, and faculty within and outside of the College of ACES. The establishment of professional networks as well as the development of relationships with key stakeholder groups is vital to the success of Extension Educators. Extension Educators will be expected to deliver educational programs not only within their assigned multi-county unit, but as requested, to clientele within other units.

The Extension Educator, 4-H Youth Development is expected to concentrate programmatically as a Multi-County Unit Educator. This programmatic concentration includes: Educate youth about critical youth development issues. Provide overall leadership to the entire 4-H Youth Development Program in a multi-county unit, focusing on 4-H Clubs, 4-H Groups, and Youth Education Initiatives. 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 all program expansion and program quality processes. Create higher ed, 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.

One full time position is available.
**Location: Unit 22 – Madison, Monroe, and St. Clair Counties**
(Position will be housed in Madison County - Collinsville, IL)
Additional positions may become available in other locations

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

**APPLICATION DUE**
November 10, 2020

**PROPOSED START DATE**
As soon as possible after the closing date

**SALARY**
Commensurate with experience and qualifications

**TO APPLY**
Go To:
http://go.illinois.edu/137865
Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references.

**MORE INFORMATION**
The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply. For more information, visit: go.illinois.edu/EEO.

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## Program Development, Delivery, and Evaluation

- 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.
- 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

- Market and represent Extension's interests to external partners and stakeholders in areas related to expertise.
- Compete for internal and external resources to enhance the development of innovative educational programs with potential for high impact. Includes strategic use of available funds to increase program quality and impact.
- 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.
- Accept statewide responsibilities as recommended by the Program Leader and approved by the County Director.
- Serve as an effective team member and volunteer for leadership roles as appropriate.
- Lead unit 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.

## Scholarship

- Establish professional relationships and participate in campus-based partnerships that tie academic programs and research to complement Extension programming by partnering with Extension Specialists and/or faculty members on research projects as appropriate within the initiatives.
- Be an active member within a professional society(s) to keep abreast of changes within your discipline.
- Continually seek professional development opportunities to enhance competency in subject matter area.
- Use research and evaluation findings to create innovative programs and make changes to existing programs in order to improve quality.
- Share principles of evidence-based best practice with peers.

*The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment. The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.*

*As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.*

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## Other Information

- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assist Unit staff with data collection for Affirmative Action, Gender, and Targeted reports as needed.
- Local, regional and (limited) statewide travel required; personal transportation required.
- 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. 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.

**Administrative Relationship:** The Extension Educator is administratively responsible to the County Director.

**Programmatic Relationship:** The 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 Master'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.

**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 working with racially, ethnically and linguistically diverse youth. 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.

## APPLICATION PROCEDURE:

To apply, go to **http://go.illinois.edu/137865**. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of **November 10, 2020**.

For further information about the position please contact Julie Ritchey at julie7@illinois.edu. For Technical assistance with the online application process, please email jobs@illinois.edu.