

**4-H YOUTH DEVELOPMENT EDUCATOR (100%)
MENOMINEE COUNTY/NATION**

Position Description

WORKING TITLE: Menominee County/Nation 4-H Youth Development Educator (100%)

OFFICIAL TITLE: Associate Lecturer

GEOGRAPHIC AREAS SERVED: Primarily Menominee County/Nation and occasionally extending beyond county boundaries for specific commitments and team programming.

OFFICE LOCATION: Menominee County/Nation UW-Extension, N172 Hwy 47/55, Keshena, WI 54135

POSITION PURPOSE:

The Menominee County/Nation 4-H Youth Development Educator is responsible for planning, implementing and evaluating educational, cultural and leadership programs that meet identified needs and interests of Menominee Nation youth, organizations and community. The Educator organizes community resources in support of the positive development of youth.

INITIAL POSITION FOCUS:

The 4-H Youth Development Educator provides educational support for the 4-H Community Club program, and plans, implements, teaches, and evaluates culturally relevant educational programs to meet identified needs and interests of county individuals, businesses, organizations and communities. The Educator will initially work in implementing CYFAR (Children, Youth and Families At-Risk grant), the Wisconsin Sustainable Communities Project on the Menominee Reservation. The "Nicianak 4-Health" program is a Sustainable Communities Project funded through the United States Department of Agriculture – National Institute for Food and Agriculture. The project goal is to utilize a positive youth development model to create Nicianak 4-Health 4-H Clubs to improve the health and wellbeing of elementary school children living on the Menominee Indian Reservation. Programs will also focus on building caregiver and community supports to build a strong sustainable program that positively contributes to the overall community health.

PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:

- Plan, teach and deliver 4-H Youth Development community-based educational programs through a wide variety of teaching methods at sites throughout the geographic area served
- Build and support community coalitions and partnerships while collaborating with a diverse network of community-based agencies, groups and individuals to address local youth development needs through educational programming
- Regularly attend and organize CYFAR programs and contribute as a productive member of the project to promote and organize 4-H meetings/events, family nights, and parent/caregiver sessions
- Lead the 4-H Youth activities at the Keshena and Neopit CYFAR sites and help in the evaluation of its effectiveness
- Assist the Family Living Educator in the evaluation of the CYFAR grant

- Assist and/or give input toward the administrative support of CYFAR program planning, which includes supply orders, maintain program budget to ensure fiscal compliance, creation and distribution of regular participant communication and enrollment data base management
- Coordinate with University of Wisconsin-Extension staff to prepare educational and promotional materials using appropriate technology which also includes contributing to an online and social media presence that promotes the Nicianak 4-Health program and value of University of Wisconsin-Extension Menominee County/Nation
- Partner with and develop volunteer leadership in order to carry out the plan of work of the position
- Meet regularly with staff members of the Menominee County/Nation University of Wisconsin Cooperative Extension Office for orientation and access to University of Wisconsin – Extension resources, and for ongoing collaboration of educational programming
- Meet regularly with staff members of the College of Menominee Nation for orientation and for ongoing coordination of educational programming, access to the resources of the College, and reporting purposes
- Regularly prepare educational materials, program evaluations and reports using appropriate technology
- Provide professional guidance and organizational leadership to youth-related groups and organizations
- Communicate the value of Extension by developing effective relationships and providing relevant program outcome information to partners, public officials, legislators, the community and other interested parties
- Build and maintain trust-based relationships in support of cooperative and respectful work environments
- Develop plans of work based on ongoing assessment of community needs
- Make all reasonable effort to reach and engage a diverse audience in addressing the needs of the county and Menominee Nation and ensure equitable access to programs and facilities
- Be responsive to evolving position and organizational needs; perform additional duties, as needed

WORKING CONDITIONS:

- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume weekly travel throughout Menominee County/Nation and occasional travel within the state
- Work evenings on a regular basis and occasionally on weekends, as needed, to meet local needs

ACCOUNTABILITY RELATIONSHIPS:

The primary accountability relationships for this position are with the North Central Regional Director (hiring authority), 4-H Youth Development State Program Office and Menominee County/Nation Department Head.

TO BE CONSIDERED ELIGIBLE FOR THIS POSITION, YOU MUST MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS:

- Bachelors degree with experience related to the responsibilities of this position such as in education, youth development, human behavior, or related fields
- Ability to plan, implement or teach educational programs
- Experience developing and maintaining effective partnerships with an ability to engage in successful negotiation, collaboration, conflict resolution and relationship building to bring about positive results

- Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity

BEST QUALIFIED APPLICANTS WILL ALSO DEMONSTRATE MANY OF THE FOLLOWING PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding of the cultural history, issues and dynamics of the Menominee Nation
- Experience planning, teaching, or evaluating learning experiences for youth and/or adults that effectively engage people from different cultural backgrounds
- Demonstrated success planning, implementing and evaluating learning experiences for youth and/or adults in community-based, non-formal educational settings that reach, and are accessible to, a wide range of audiences
- Strong group and educational facilitation skills
- Knowledge of adult learning principles
- Successful experiences in volunteer development and management
- Skillful in establishing and maintaining professional work relationships and community coalitions
- Ability to communicate ideas effectively orally, in writing and through educational technology
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts
- Skillful in the use of educational software and current instructional technologies
- Demonstrated understanding of the mission of Extension
- Ability to write grants that pool or leverage public and private funds in support of the mission of Extension; experience in budget development and management

TYPE OF APPOINTMENT:

This position is a fixed-term renewable academic staff appointment in the University of Wisconsin-Extension division of Cooperative Extension. Fixed-term renewable academic staff appointments are made on an annual basis, with renewal possible.

POSITION CLARIFICATION:

This position is subject to University of Wisconsin System, University of Wisconsin-Extension and Cooperative Extension human resources policies. This position description is not intended to be comprehensive in nature given the changes in primary duties/essential job functions and position expectations that can occur over time in response to emerging and assessed community, program and organizational needs. Changes to this position description are subject to the approval of the Cooperative Extension Human Resource Development Office and those to whom the position is accountable.

POSITION BENEFITS AND SALARY:

State of Wisconsin benefits (<https://www.wisconsin.edu/ohrwd/benefits/>), including retirement, vacation, sick leave, health insurance, and other insurances. Starting salary range commensurate with qualifications: \$40,000 - \$47,000.

EQUAL OPPORTUNITY:

As an affirmative action employer, University of Wisconsin-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. University of Wisconsin-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry,

religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance. Direct inquiries concerning equal opportunity to: University of Wisconsin-Extension Office of Equity, Diversity and Inclusion; Room 501; 432 N. Lake Street; Madison, WI 53706. 608.262.0277 (office); 608.890.0259 (fax)

CRIMINAL BACKGROUND CHECK:

A criminal background check will be conducted prior to employment. Completed consent forms will be requested following final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

APPLICATION PROCEDURE AND DEADLINE:

- 1) **APPLICATION DUE DATE:** To receive full consideration, application materials must be received by **June 28, 2016** and include all of the following (WHEN UPLOADING DOCUMENTS, PDF FORMAT IS PREFERRED):
 - a. **COVER LETTER** (up to two pages) in which you summarize how your qualifications meet those of the position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, professional work history, volunteer work, research and any related life experiences in your response. Please follow the guidelines below to ensure your cover letter is as complete a summary of your qualifications as possible:
 - Prepare a summary paragraph for each of the listed Minimum Qualifications.
 - Include a paragraph that summarizes the knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications (see Best Qualified section).
 - If an "Initial Position Focus" is specified on the first page of the position description, describe any relevant experience you have related to the "Initial Position Focus".
 - b. **PROFESSIONAL RESUME**, including related education, professional work history and volunteer experience.
 - c. **CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK REFERENCES**, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include the persons title, e-mail address and telephone number.
 - d. **FINAL COLLEGE TRANSCRIPTS** for each of your degrees. Unofficial copies of final college transcripts are acceptable when applying for this position. Official final college transcripts are required upon hire.

Please upload only the materials requested above. Any documents, other than those requested, will be deleted from your application. Application materials that do not comply with these instructions are incomplete and will not be considered. Applications received after the application due date will be accepted through the conclusion of the initial application screening process.

The University will not reveal an applicant's identity who has requested confidentiality during the application process, unless or until there is a public records request and he or she is the successful candidate. See Wis. Stat. Sec. 19.36(7)(b).

A criminal records review will be conducted prior to employment. Completed consent forms will be requested at the time of final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

- 2) **How to apply.** Please submit application materials to Cooperative Extension Human Resource Development Office online using the URLs below. **Once you are in the Candidate Gateway, please make sure to click on the Advanced Search link and enter 11919 into the Job Opening ID field.**
- a. Before you get started with the online application process, we recommend you preview the frequently asked questions (FAQs). To do so, please copy and paste the following URL into your browser. External applicants can also view the FAQs after accessing the online system by clicking on the "Help" link in the upper right corner.
https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ_CandidateGateway.pdf
 - b. If you are applying as an applicant who is NOT currently employed by the University of Wisconsin System, please copy and paste the following URL into your browser:
https://www.careers.wisconsin.edu/psc/careers/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=31
 - c. If you are applying as a current employee of the University of Wisconsin System, please copy and paste the following URL into your browser: https://www.hrs.wisconsin.edu/psc/hrsf/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?Page=HRS_CE_HM_POST&Action=U&HRS_PERSON_ID=100374

OR

HOW TO APPLY:

Please click on the link below to apply. Please scroll down and choose either External or Internal Applicant buttons.

<http://jobs.ces.uwex.edu/jobs/4-h-youth-development-educator-100-menominee-countynation/>

POSITION POSTED: 05-27-2016

CLOSING DATE: 06-28-2016