



Vacancy Announcement

12-07

Position Title and Location

Extension Educator, 4-H Youth Development
Oklahoma County, Oklahoma City, Oklahoma

Date Available

This position is available on or after May 15, 2012.

Salary

The Oklahoma Cooperative Extension Service is seeking to fill entry level educator positions. Beginning annual salary for entry level educators who have a master's degree is \$35,500 and \$32,500 with a bachelor's degree. Starting salary will be based on education and relevant prior experience.



Job Summary

This position has primary responsibility for providing the overall 4-H youth development programs. Approximately 90% of time is focused on youth development work with the remaining time spent programming in subject area for adult programs compatible with educational background.

Participates as a cohesive team member to involve local clientele, volunteers, and advisory groups in planning, implementing, and evaluating the total Cooperative Extension program.

Uses a variety of delivery methods to administer the 4-H youth development program at the local and county level (multi-project clubs, project clubs, school enrichment, short-term programs, special interest, etc.), including direct teaching, media, utilization of volunteers, exhibits, electronic information, etc.

Accepts responsibility for recruiting and training volunteer leaders and consistently implements the Oklahoma 4-H Volunteer Application and Enrollment System.

Implements and utilizes a volunteer group to raise, allocate, and oversee funding support for the county 4-H program beyond public dollars.

Provides a well-rounded volunteer leader training program with at least quarterly in-depth training within the county. Promotes and utilizes multi-county, district, and state training opportunities.

Publishes a county 4-H newsletter regularly.

Develops programs to increase diversity participation in the 4-H program and keeps enrollment and participation records to document trends. Adapts programs, if necessary, to reach all youth.

Ensures that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, national origin, religion, gender, age, disability, or status as a Vietnam-era veteran.

Work responsibilities and relative levels of programming assignment will be reviewed at least annually in conjunction with development and approval of the Annual Implementation Plan Timeline.

Actively leads and participates in broadcast and social media efforts to promote 4-H and other youth programs.

Actively pursues collaborative relationships with civic organizations, foundations, agencies, and other groups to develop fiscal and human resources necessary for the growth and visibility of youth programs.

Continuation of this position is subject to the need for the position, performance, availability of federal and state funds, and annual participation by the county in funding OCES by meeting or exceeding established contract guidelines.

Qualifications

A master's degree in agriculture, family and consumer sciences, education, social sciences, or other closely related area is preferred with a bachelor's degree required. Extension educators hired with only a bachelor's degree are expected to work toward completion of an approved master's degree. Success in planning, implementing, and evaluating learning experiences for youth and/or adults in community-based, non-formal education programs is desired. Extension or education experience with an agriculture background is highly desirable.

Demonstrates ability to effectively listen, communicate, and foster a professional image of OCES by displaying a positive view of the organization both internally and externally.

Demonstrates willingness and ability to effectively manage time and resources and adapts well to changing priorities, situations, and day-to-day demands.

Possesses writing, communication, and organizational skills.

Affirms a commitment to continued personal professional development.

Demonstrates leadership ability in designing, promoting, presenting, and evaluating educational programs and the desire to program to reach diverse audiences.

Provides evidence of ability to build and maintain relationships and work effectively with clientele, advisory groups, volunteers, other professionals, etc.

Demonstrates competency and effective use of computing and computer-based communications technology.

Exhibits willingness to work extended hours, including evenings and weekends. Occasional overnight travel is required. Available personal transportation is required and a travel allowance is provided.

The person selected for this position is expected to establish and maintain their domicile in Oklahoma County.

Application Procedure

EXTERNAL APPLICANTS must be an "Approved Applicant" before being considered for a vacant position (see ***Become an Approved Applicant*** at <http://hr.dasnr.okstate.edu/OCES-careers/become-an-approved-applicant>. **Approved applicants should submit a brief letter of interest.**

Current OCES employees should submit a letter of interest that includes qualifications, previous professional responsibilities and achievements, and express how these relate to the vacant position. A current resume', an up-to-date transcript, and three letters of recommendation should be included.

Recommendation letters should address the qualities that make the applicant well suited for the responsibilities of the vacant position.

Review of applications will begin on **April 15, 2012**, and continue until a suitable applicant is identified. **Send letter with appropriate attachments to:**

**Agriculture Human Resources
Room 235 Agricultural Hall
Stillwater, OK 74078-6022
Telephone (405) 744-5524
Fax (405) 744-8863
[e-mail cesjobs@okstate.edu](mailto:cesjobs@okstate.edu)**

Extension educators are hired into the organization not into a specific geographical location. It is possible that future circumstances may require relocation. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply

Mission Statement

The mission of the Oklahoma Cooperative Extension Service is to disseminate information to the people of Oklahoma and encourage the adoption of research-generated knowledge relating to agriculture, family and consumer sciences, rural development, and 4-H youth development.

Information about the Division of Agricultural Sciences and Natural Resources may be accessed on the internet at:

www.dasnr.okstate.edu Information about Cooperative Extension professional positions and the application process may be accessed on the internet at: <http://hr.dasnr.okstate.edu/OCES-careers>

Equal Employment Opportunity: Applicants will be considered without discrimination for any non-merit reason such as race, color, national origin, religion, gender, age, disability, or status as a Vietnam-era veteran.

Oklahoma State University is an Affirmative Action/Equal Employment Opportunity employer committed to multicultural diversity. Oklahoma State University employs only U.S. citizens and lawfully authorized non-U.S. citizens. OSU participates in E-Verify to verify employment eligibility of all employees pursuant to the Oklahoma Taxpayer and Citizen Protection Act.