

Job Level	Title Extension Program Associate, 4-H Youth Development/Leadership, Douglas County	Professional Level II
Oversight Received	<ul style="list-style-type: none"> * The Program Associate is responsible for supporting the overall 4-H program, its youth and volunteers, and has primary responsibility for coordinating new 4-H school enrichment and outreach programs in family consumer sciences, agricultural literacy, and leadership. * The position also receives guidance, training, and support from the State 4-H Office 	<ul style="list-style-type: none"> • Limited supervision through review of work product • Periodic monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Develop and promote culturally appropriate programming that is inclusive of youth and adult audiences that are diverse and/or underserved * Provide leadership and support for the Douglas County 4-H program through a variety of 4-H club and projects areas including: general, family consumer sciences, and leadership projects and committees. * The 4-H team, including this position, will be responsible for a budget (program, travel, operating, etc.) of approx..\$20,000. In addition, they are responsible for ensuring all 4-H entities handle their 4-H finances according the CSU and 4-H rules 	<ul style="list-style-type: none"> • Applies concepts to resolve a variety of problems • Discretion to determine a course of action with review
Interaction/ Communication	<ul style="list-style-type: none"> * Work with partners, planning committees, volunteers, and youth to ensure an appropriate and exemplary 4-H and Extension presence and participation at the Douglas County Fair, the National Western Stock Show, the Colorado State Fair, and other state and local 4-H events * Use a variety of education and information delivery modes, including social media, to enhance program and information availability and access. * Prepare volunteers to take on management, leadership, and education and training roles in support of 4-H youth development programs; and incorporate STEM education and development of workforce skills into 4-H programming. 	<ul style="list-style-type: none"> • Communicates to a broad audience that may be outside of occupational discipline
University Impact	<ul style="list-style-type: none"> * The position works as a member of the Extension 4-H team to provide inclusive and experientially rich programs in response to community needs. 	<ul style="list-style-type: none"> • Working knowledge of University policies and systems • Impact is on work team or department
Typical Education	<ul style="list-style-type: none"> * Completed bachelor's degree. Degree must have been conferred in education, animal sciences, agriculture, environmental science, natural science, youth development, family and consumer sciences, leadership, or a closely related field * Minimum 2 years' professional experience and demonstrated ability in working with youth and youth organizations 	<ul style="list-style-type: none"> • Bachelor's degree