

**deadline: April 1, 2011**

**POSITION: Extension Coordinator – Youth/4-H – (75%) and Horticulture (25%)  
Logan County, Sterling, CO**

**Logan County** (pop. 22,000) is located in Northeastern Colorado. Logan County has an agriculturally-based economy with dryland, irrigated and livestock enterprises. It is a trade center for a 60-mile radius. The county seat, Sterling, has a population of 14,000 and is about a two-hour drive northeast of Denver. Major employers include a state correctional facility, city and county government, school districts, Sterling Regional Medical Center, technology, manufacturing and agriculture related services. Sterling is home to the Northeastern Junior College and the Colorado State University Regional Engagement Center. The county has strong support from volunteer and civic organizations. To learn more about Logan County, go to <http://www.loganco.gov/>.

**APPLICATION PROCESS AND DEADLINE:** All materials must be **RECEIVED** no later than April 1, 2011 for full consideration. Please submit the following via e-mail or mail to apply:

- Cover letter
- Complete Logan County application – available at:  
<http://www.logancountyco.gov/wp-content/uploads/2009/05/Employment-Application-20091.pdf>
- Statement (no more than 5 pages) that addresses how you meet all the “Required” and “Desired” criteria listed in the Vacancy Announcement
- Resume
- Transcripts of college(s) course work **showing degrees conferred** (as applicable)
- Name, address, telephone, e-mail address, and your relationship to at least four (4) references (Note: Applicant will be notified **PRIOR** to references being contacted.)

E-mail all materials to [janice.dixon@colostate.edu](mailto:janice.dixon@colostate.edu). If you are unable to e-mail your materials, please send them to Janice Dixon, County Director, 508 S 10<sup>th</sup>, Suite 1, Sterling, CO 80751.

**PURPOSE OF POSITION:**

- To provide guidance and direction for the 4-H club program in Logan County
- To conduct outreach educational programs for youth in Logan County and surrounding counties as needed
- To provide guidance and direction for the horticultural program in Logan County
- To support and coordinate aspects of the Colorado Master Gardener Program in Logan County
- To manage 4-H volunteers and Colorado Master Gardener volunteers. This will include volunteer recruitment, training, and coordination.
- To use a variety of dissemination methods to share research-based yard and garden information

**RESPONSIBILITIES AND RELATIONSHIPS:** The individual in this position works as a member of the local county extension team and as a local representative of Colorado State University. (*Extension is a three-way partnership between federal, state land grant universities (Colorado State University) and county governments.*) This individual works under the guidance and supervision of the Logan County Extension Director.

The successful candidate will:

- As part of the 4-H team, develop an effective, educational, results oriented 4-H Youth Development Program that supports the growth and development of life skills among both youth and adult audiences;
- Work as part of local and multi-county 4-H team(s) to develop, implement, evaluate and report impacts of county and multi-county non-credit educational programming in youth development for youth and adult audiences;
- Provide guidance and direction for active, ongoing, adult and youth volunteer programs including volunteer recruitment, selection, orientation, education and training, motivation, evaluation, recognition and support. Prepare volunteers to take on increasing leadership, management, and public education/information roles;
- Provide input and support for school enrichment and outreach programs for youth in areas of expertise;
- Actively participate in one or more Extension work teams to provide youth development expertise for program development, delivery and evaluation efforts statewide;
- Provide support for engaging a broad range of stakeholders through various 4-H and youth development advisory councils and committees in the work of identifying and addressing priority 4-H and community youth development needs;
- Support 4-H groups or committees related to the annual County Fair, including maintaining a relationship and presence with the Fair Board.
- Foster effective communications and develop strong working relationship with local Extension staff, Colorado State University staff, county departments, community leaders, agencies and institutions to enhance local youth development programming;
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences;
- Seek out, develop and manage external partnerships and funding sources to support programming efforts;
- Deliver research based educational programming and information to the public using a variety of educational venues including but not limited to: workshops, newsletters, blogs, website, news releases, radio programs, speaker’s bureau and volunteers.

- Help the public gain answers to horticultural and related questions through Colorado Master Gardener volunteers; instill quality customer service skills and diagnostic protocols in volunteers.
- Maintain effective communication and develop strong partnerships with staff in adjacent counties.
- Participate in professional development, evening and weekend events, and periodic activities requiring overnight stays; and
- Other duties as assigned.

**MINIMUM SALARY:**

\$34,778 - (salary commensurate with experience) This position is fully funded by Logan County and includes a benefit package, ie. medical, vision, dental, and 401 K package.

**EDUCATION AND EXPERIENCE:**

**REQUIRED**

- Demonstrated skill working with people as individuals and in groups: fostering communication, resolving interpersonal conflicts, building cohesive teams, addressing problems, and prioritizing multiple demands in terms of time and resources.
- Demonstrated leadership ability.
- Capacity to supervise volunteers and manage a volunteer program as demonstrated through work experience or education.
- Ability to communicate (oral, listening, written and public speaking/presentation skills).
- Strong organizational skills: ability to multitask; develop, track and implement projects and meet timelines.
- Evidence of drive and initiative.
- Understanding of different ethnic and socioeconomic audiences, commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Experience or course work in audience needs identification, program development, and evaluating results of programs.
- Appreciation and understanding of rural communities and an interest in working with people in a rural environment to address critical issues.

**DESIRABLE**

- A bachelor's degree with an interest in youth development or closely related field of study.
- Successful experience in developing financial support for educational programs including grant writing, fund raising, contracting, or cost recovery efforts.
- Degree or significant coursework in horticulture or plant sciences or professional experience in the industry. One year of experience working in the field of horticulture. Experience may be in retail, i.e., working at a garden center, nursery or greenhouse or experience at a botanic gardens or governmental entity.
- Experience working with advisory committees and/or focus groups.
- Demonstrated ability to work with the mass media (TV, Internet, radio, newspapers).
- Ability to speak Spanish.