

**YOUTH DEVELOPMENT EDUCATOR
KENOSHA COUNTY
Position Description**

Cooperative Extension Mission Statement: Cooperative Extension helps the people of Wisconsin apply University research, knowledge and resources to meet their educational needs wherever they live and work.

Working Title: Kenosha County Youth Development Educator

Official Title: Faculty (with the potential for an add-on Academic Staff appointment)

Percent of Employment: 50% at time of hire with the potential for an increase to 100% over time

Type of Appointment: This is a 50% tenure track faculty appointment. Expansion of the position up to 100% is dependent upon successful acquisition of external project grants. This additional percent of appointment will be in the academic staff category.

Geographic Areas Served: Primarily Kenosha County and occasionally extending beyond county boundaries for specific commitments and team programming.

Office Location: Kenosha County UW-Extension Office, 19600 – 75th Street, Bristol, WI 53104

Purpose and Primary Focus of Position:

As a member of the University of Wisconsin – Extension (UWEX), employed with the Urban Initiative county of Kenosha, the Youth Development Educator provides leadership to Kenosha County's youth development program. Backed by University research, the Educator incorporates pertinent findings from the social, human and behavior sciences into educational programs to support the positive development of youth, especially in the areas of leadership, interpersonal and citizenship skills.

The Youth Development Educator is one of two positions in the Kenosha County UW-Extension office in the 4-H Youth Development program area. The positions work in partnership to design and deliver the 4-H Youth Development program. The Youth Development Educator is the first point of contact for the delivery of non-formal education in the urban areas, is responsible for building community collaborations and for expanding programming to all youth in the county.

Primary Duties/Essential Job Functions:

- Plan, implement, teach and evaluate culturally relevant educational programs directed at community needs on issues relating to the purpose of the position; use appropriate means to disseminate related research
- Regularly teach and deliver community youth development outreach educational programs through a wide variety of teaching methods at sites throughout the geographic area served
- Regularly prepare educational materials, program evaluations and reports using appropriate technology
- Plan and implement appropriate impact evaluations and reports to document program effectiveness
- Identify, recruit and develop the volunteer leadership necessary to carry out the position's program of work
- Write, publish and share articles, curricula and program designs that contribute to program understanding and to the support of the profession and scholarly practices of relevant academic disciplines.
- Make all reasonable effort to reach a diverse audience and to ensure equitable access to programs and facilities

Other Duties:

- Involve clientele in program planning to ensure programs and activities that are conducted meet educational needs of county residents
- Maintain current knowledge on research findings as they apply to subject matters and county problems
- Involve local faculty/staff, county/community resources, UWEX and appropriate urban university expertise in implementing effective educational programs
- Recruit and train paid staff or volunteers in support of educational programming and provide for the personal growth and development of these individuals
- Perform program management functions including developing and maintaining strong public relations activities
- Working in cooperation with the County Director, as a coordinated office team, communicate program activities, accomplishments and impact to clientele, influentials, Extension Education Committee and UW-Extension
- Coordinate educational programs with other county or community groups and agencies
- Develop plans of work based on ongoing assessment of community needs
- Develop and follow a plan for professional development in the area of youth development and outreach education methodology consistent with personal and organizational goals
- Participate in district and/or state program activities as appropriate and needed
- Take a leadership role in articulating an integrated 4-H Youth Development program where multiple programs, staff and funding sources exist
- Be a member of, at least, one county Urban Initiative Team
- Contribute a minimum of 20 days to county Urban Initiative Team(s)
- Engage in fund development and/or appropriate revenue generation for the county office
- Cooperate with others in the local or unit office to ensure reasonable access to Extension expertise during regular office hours

Areas of Position Focus:

- Design, implement and evaluate culturally relevant educational 4-H After School clubs as an integrated part of the countywide 4-H program
- Design, implement and evaluate culturally relevant educational programs for urban youth
- Participate as the UW-Extension representative in community collaborations focused on youth issues where appropriate

Administrative Relationships:

This position is an UW-Extension faculty appointment that is jointly supervised by Kenosha County and UW-Extension as provided under s.59.56 of the Wisconsin Statutes. The position is eligible for benefits provided to State of Wisconsin employees and is subject to UW-Extension personnel rules. The position is accountable to the Southeast District Director on matters related to vacation, leave of absence, salary and promotion.

The position is accountable to Kenosha County through the County Director and county Extension Education Committee and to UW-Extension through the County Director and the Southeast District Director on all matters related to (a) program performance and job responsibilities, (b) developing effective external working relationships with clientele groups, other agencies, departments and organizations, (c) continuing professional development and (d) reporting and evaluating programs to county, state, and federal government as appropriate.

This position is accountable to the Kenosha County UW-Extension Director on matters related to daily operation, county administration, office management and performance development.

Program Relationships:

The Educator primarily works with the 4-H Youth Development program area of UW-Extension. Appropriate programming relationships with other program areas are encouraged.

The Educator seeks counsel from appropriate UW-Extension statewide programming units regarding subject matter and educational strategies related to carrying out the purpose of this position. The position uses the results of county program planning to determine appropriate subject matter and educational strategies needed to meet current and long-term educational needs in the county related to the purpose of this position.

The Educator cooperates with county office colleagues, co-workers in other counties, 4-H Youth Development program leaders and specialists and other county departments and state agencies in planning and implementing mutually supportive programs. The Educator also provides counsel to the 4-H Youth Development program area regarding county needs toward which resources need to be directed.

Academic Relationships:

This is a faculty position in the UW-Extension academic department of Youth Development and, subject to faculty regulations, is appointed to the University of Wisconsin System rank and tenure track. A tenured appointment must be received by the end of the twelfth year of part-time employment in accordance with UW-Extension Faculty Policies and Procedures.

Required Qualifications:

- Master's degree with course work in educational principles, curriculum development, program evaluation and/or the cognitive and social development of youth and adults
- Demonstrated success in designing, promoting, implementing and evaluating learning experiences for youth and/or adults in non-formal educational settings that reach, and are accessible to, a wide range of audiences
- Demonstrated success in managing volunteers, preferably in a youth-focused organization
- Ability to teach and communicate ideas effectively verbally, in writing and through educational technology to adults and youth
- Ability in organization, leadership and volunteer development
- Strong group and educational facilitation skills
- Ability to organize work and to work productively with indirect supervision in a fast-paced, highly visible public sector environment
- Strong interpersonal and problem solving skills in a team setting; ability to effectively manage conflicts
- Ability to accept and value individual differences and cultural diversity
- Ability to keep accurate, complete and timely work records
- Ability to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Ability to assume weekly travel throughout the county and occasional travel within the district and state
- Ability to schedule regular evening and occasional weekend work

Preferred Qualifications:

- Master's degree in a field that relates to the responsibilities of this position such as youth development, human behavior, education or related behavioral science fields
- A minimum of two years of professionally related experience, especially in youth related outreach education
- Volunteer or work experience with socially, economically and/or culturally diverse populations
- Experience in working cooperatively with other agencies and community-based organizations

Preferred Qualifications: (continued)

- Experience in working with mass media (print, radio, television)
- Experience in budget development and management
- Experience with word-processing, databases, spreadsheets and the Internet
- Ability to work collaboratively with other paid and non-paid staff
- Bilingual communication skills, i.e., English and Spanish

Equal Opportunity:

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.