



**K-STATE**  
Research and Extension

# Southwind District 4-H Youth Development Extension Agent

Lead dynamic youth and volunteer development extension programs in Southwind District, KS.

Apply online for [K-State Careers search #518877](#).

For more information visit [ksre.k-state.edu/about/careers](https://ksre.k-state.edu/about/careers).



## POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. Agents are jointly responsible to the director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

## ABOUT THIS ROLE

### Title

Extension Agent.

### Primary responsibility

4-H Youth Development programming.

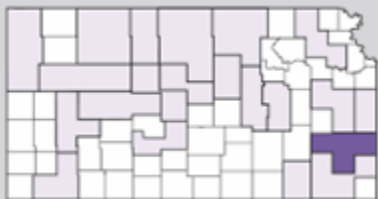
### Application deadline

Wednesday, February 12, 2025.

*Interviews will be February 26, 2025.*

### Location

Offices in Erie, Iola, Fort Scott, and Yates Center, KS; **primary office in Yates Center.**



The Southwind District is comprised of Allen, Bourbon, Neosho and Woodson counties in southeast Kansas. There are extension offices in each county serving the district's combined population of 46,048.

The district's staff consists of eight agents, two program assistants and four specialized office professionals.

Southwind District's 4-H program has over 550 members across 20 clubs and is supported by over 100 volunteers.

- Cooperatively lead the development, implementation, and evaluation of a comprehensive 4-H youth development program for school-aged youth in cooperation with local community members and extension colleagues. The primary focus of this position is youth development, along with adult volunteer development; youth education program development; membership growth and participation; and community partnership expansion. Programming will include but is not limited to: community club support, out-of-school programs, school enrichment, volunteer management, and outreach to create program opportunities with new and existing community partners.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play by strengthening social, civic, economic, and technological capacity through leadership development and civic engagement.
- Successful extension programs require agents to:
  - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
  - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
  - Collaborate with local partners to meet community and programmatic needs.
  - Recruit and manage volunteers to further the reach and impact of extension programming.
  - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
  - Collect and communicate evidence of educational program impact.
  - Cultivate expertise in a subject matter competency area by engaging as a member of the Youth Development Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the Southwind District team, cooperating in the planning and delivery of district-wide programming and related events.

## MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Familiarity with various ethnic and socioeconomic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State's initiative for diversity, equity, and inclusion.
- Ability to work a flexible schedule which will include some nights, weekends, and overnight travel.

## PREFERRED QUALIFICATIONS

- Master's degree.
- Commitment to personal and professional development.
- Experience working with youth across multiple age groups in both formal and informal settings.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.
- Ability to communicate effectively with both English and Spanish-speaking learners.

## OTHER QUALIFICATIONS

- **Applicants must be currently authorized to work in the United States at the time of employment.**
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

## MORE INFORMATION

### Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant. The base starting salary is \$46,000 for a bachelor's degree with no professional experience and \$50,000 for a master's degree with no professional experience.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

### Learn More About Working With K-State Research and Extension:

- Visit the [K-State Research and Extension website](#).
- Contact Jennifer Wilson, Leader of Extension Operations via email ([jrwilson@ksu.edu](mailto:jrwilson@ksu.edu)) or phone (785-532-5790) with questions.

### Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

### Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.



# Extension Agent Position Announcement Addendum

## Southwind District 4-H Youth Development Agent.

Southwind Extension District is hiring a 4-H youth development extension agent whose responsibilities will include:

### DISTRICT-WIDE RESPONSIBILITIES

#### Administration

- Collaborate with the Southwind Extension District Youth Development Program Development Committee.
- Co-manage programming finances and budgets.

#### Marketing and Communications

- Collaborate with the Southwind 4-H youth development team to produce newsletters as well as website and social media content.
- Represent Southwind 4-H in media events.

#### Youth Livestock Programming

- Direct district-wide youth livestock programs.
- Oversee the district's state fair nominations.
- Coordinate livestock judging opportunities.
- Conduct [Youth for the Quality Care of Animals \(YQCA\)](#) training.
- Coordinate the EID tagging process.
- Support other agriculture and animal science educational opportunities.

#### Activities and Events

- Co-direct school enrichment and community programs including workshops, [SPIN clubs](#), day camps, and out-of-school activities.
- Oversee summer engagement programs.
- Co-manage district events, such as 4-H Club Days, 4-H officer training, record book judging, National 4-H Week activities, etc.
- Facilitate youth participation and coordinate agent attendance for 4-H events, including day and overnight camps, the Kansas State Fair, Citizenship in Action, Discovery Days, and Kansas Youth Leadership Forum.

#### Revenue Generation

- Collaborate with Kansas 4-H Foundation / National 4-H.
- Write and administrate grants to support 4-H and youth development programming.
- Collaborate with the Southwind Extension Education Foundation.

### RESPONSIBILITIES IN WOODSON AND NEOSHO COUNTIES

#### Community Club Engagement

- Oversee the counties' 10 community clubs.
- Manage the 4-H Online database and FairEntry system in coordination with office professionals.
- Supervise the counties' 4-H Councils.
- Conduct club visits and new family orientation.
- Conduct 4-H achievement celebrations.
- Provide project support in coordination with other agents.
- Promote events, clubs and projects.

#### County Fairs

- Recruit, train, and manage fair superintendents and judges.
- Coordinate fair awards and recognition.
- Participate in monthly fair board meetings.

#### Volunteer Management

- Recruit, screen, and onboard volunteers.
- Provide volunteer leadership development.
- Train and support 4-H club leaders and project leaders.