

Johnson County Volunteer Leadership and Development Extension Agent

Lead dynamic volunteer leadership and development extension programs in Johnson County, KS.

Apply for [K-State Careers search #581935](#). Learn more at 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.

- Collaborate with other Johnson County Extension agents and staff to support program-specific volunteer cadres, including the county's Extension Master Gardeners, Extension Master Naturalists, Extension Master Food Volunteers, 4-H Youth Development volunteers, and more, which cumulatively involve more than 1,100 active volunteers. Support will include but is not limited to providing guidance and assistance for: volunteer engagement through the ISOTURE (Identify, Select, Orient, Train, Utilize, Recognize, and Evaluate) Model; volunteer-program policies, needs assessments, and risk management; volunteer-development curriculum planning; and volunteer database management.
- Lead the development, implementation, and evaluation of research-based educational programming to support and develop engaged volunteers and community leaders. Programming may include but is not limited to: providing leadership and personal development training for adult learners; strengthening individual, group and organizational capacity to address and resolve community issues; facilitating partnerships and coalitions to take action for public well-being; and promoting civic engagement through community ownership of issues and volunteerism.
- 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.
 - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming. This will require inclusive and culturally-competent outreach efforts to recruit, engage, and retain volunteers from underserved and underrepresented communities.
 - Collect and communicate evidence of educational program impact.
 - Cultivate expertise in a subject matter competency area by engaging as a member of the Community Vitality Program Focus Team.
- Pursue internal and external funding to support volunteer efforts and programming needs.
- Serve as a member of the Johnson County team, cooperating in the planning and delivery of county-wide programming and related events.



ABOUT THIS ROLE

Title

Extension Agent.

Primary responsibility

Volunteer Leadership and Development

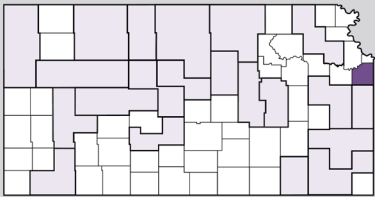
Application deadline

Thursday, February 20, 2025.

Interviews will be held March 10, 2025.

Location

Office located in Olathe, KS.



Johnson County is home to over 622,000 residents, with a diverse and expanding population. As part of the Johnson County Extension team, this agent will collaboratively provide volunteer leadership and development programs for internal and external stakeholders.

Johnson County has a variety of thriving volunteer programs, including Extension Master Gardeners, Extension Master Food Volunteers, Extension Master Naturalists, and the 4-H Youth Development program. Across these and other programs, our more than 1,100 active extension volunteers provide over 109,000 volunteer hours to improve our community each year.

This is a newly created position and a fantastic opportunity to establish new programming and build initiatives to serve the residents of Johnson County.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Five years' experience with volunteer recruitment, support, and management or with educational program design, implementation and evaluation for adult and youth learners.
- 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.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- 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 nights, weekends, and overnight travel.

PREFERRED QUALIFICATIONS

- Master's degree.
- Experience working with Extension or other grassroots community-support organizations.
- Commitment to personal and professional development.
- Skills in group facilitation.
- Understanding of educational program design, promotion, implementation, and evaluation, as relates to volunteer and leadership development.
- Experience with volunteer management software/databases.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- 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.
- 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) or phone (785-532-5790) with questions about this position or the application process.

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.