

CSU Extension Job Description Template

Employee Name: John Doe	Supervisor's Name: Jayne Doe
Primary County/Area of Responsibility: (home base) Larimer County	Title of position: (check all that apply), <input type="checkbox"/> Program Associate <input checked="" type="checkbox"/> Extension Agent <input type="checkbox"/> Area Extension Agent <input type="checkbox"/> Regional Specialist <input type="checkbox"/> Other _____ <input type="checkbox"/> with County Director responsibilities <input type="checkbox"/> with Area Director Responsibilities
Program Area(s) of Responsibility: (check all that apply) <input checked="" type="checkbox"/> 4-H <input type="checkbox"/> Community Development <input type="checkbox"/> Cropping Systems <input type="checkbox"/> Energy <input type="checkbox"/> Environmental Horticulture <input type="checkbox"/> Family and Financial Stability <input type="checkbox"/> Food Systems <input type="checkbox"/> Livestock and Range <input type="checkbox"/> Natural Resources <input type="checkbox"/> Nutrition Food Safety and Health	
Program or Emphasis Area of Responsibility: (i.e. Nutrition, Agronomy) Family consumer science & shooting sports	
Position Summary (brief statement of the overall function and purpose of the position) As a member of the 4-H youth development team, this individual will be responsible for the 4-H club program in the areas of family consumer science, general projects, shooting sports and leadership. They will also have primary responsibility for school enrichment, afterschool and outreach programs and will provide educational opportunities for the diverse youth in Larimer County.	
Job Responsibilities/Specific Duties Program Planning, Development, Delivery, Evaluation and Reporting: 40% <ul style="list-style-type: none"> • Work as a member of the 4-H team to coordinate the Larimer County 4-H youth development school enrichment, afterschool and outreach programs, including development, implementation, evaluation, and reporting that supports the growth and development of life skills for youth and adult audiences. • Coordinate and deliver Science, Technology, Engineering and Math (STEM) programming for diverse youth audiences. • Recruit, supervise and guide AmeriCorps members, volunteers and interns in meeting specific program delivery and developmental goals. • Provide leadership and support for the Larimer County 4-H shooting sports program, family and consumer science, general, and leadership programs. • Actively participate in Extension work teams to provide youth development expertise for program development, delivery and evaluation efforts statewide. • Seek out and manage external funding, personnel and in-kind resources to support programming efforts. Volunteer Recruitment, Development and Management: 40% <ul style="list-style-type: none"> • As a member of the 4-H team, provide leadership and support for an active, diverse adult 	% of Time

and youth volunteer-based program including volunteer recruitment, selection, orientation, education and training, motivation, evaluation, recognition and support.

- Prepare volunteers to take on increasing leadership, mid-management, and public education/information roles.

Initiate and Develop Relationships and Partnerships: 20%

- As part of the 4-H team, provide leadership and support for engaging a broad range of stakeholders through various 4-H and local youth development advisory councils and committees in the work of identifying and addressing priority youth development needs.
- Foster effective communications and develop strong partnerships with Extension staff, county departments, local schools and other youth serving organizations, Colorado State University staff, community leaders, agencies and institutions to enhance strong program development, delivery and evaluation.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.

Search Key Words: (Key words should describe your areas of Extension program and subject matter expertise approved by your PRUs).

Family consumer science, shooting sports, school enrichment, afterschool, outreach programs

Date Completed:

Reviewed and Approved by:

Supervisor _____

Regional Director _____

NOTE: Copies of this approved job description to be provided via email to immediate supervisor, regional director, Assistant Director, Operations and Director, Technology.