



MONTANA
STATE UNIVERSITY

EXTENSION

Position *Announcement*

MSU Extension Personnel

309 Culbertson Hall
P.O. Box 172230
Bozeman, MT 59717-2230
Tel (406) 994-1752
<http://www.msuextension.org>

Title: Extension 4-H Program Coordinator, Agriculture & Natural Resources

Location: Bozeman, MT

Starting Date: October 1, 2007

General:

Montana State University Extension and the 4-H Center for Youth Development are seeking nominations and applications for a dynamic, innovative individual to fill the position of Extension 4-H Program Coordinator, Agricultural and Natural Resources. The 4-H Center for Youth Development at MSU provides ongoing support to the 4-H program and serves as a statewide resource to other organizations and groups, providing expertise on agriculture and natural resources program development and design, youth development, families and communities. The 4-H Center is a vibrant office comprised of several dynamic youth-minded, energetic and motivated staff who bring a sense of purpose and fun to their work. The 4-H Center partners with the Montana 4-H Foundation to fund operations and programs, including livestock and natural resources programs. Currently, Montana 4-H serves 25,000 youth annually through 4-H community clubs, school enrichment, out-of-school programs, and special interest activities (For additional information, please visit our Extension web page at <http://msuextension.org>).

Duties and Responsibilities:

The 4-H Coordinator for Agriculture and Natural Resources will provide innovative leadership and direction for youth development programming in agriculture and natural resources, including livestock, horse, and shooting sports.

- Provide educational and technical information to county Extension faculty and staff with 4-H and youth development responsibilities in 4-H, agriculture, and natural resources.
- Work cooperatively with other state Extension specialists in developing, implementing and evaluating multi-disciplinary activities.
- Facilitate the organization and implementation of programmatic teams to develop, implement, evaluate and sustain program models which support the responsibilities of the position.
- Coordinate livestock, horse, and shooting sports leader forums, judging schools, agriculture-related contests at the Montana 4-H Congress and work with all aspects of district and state livestock, horse, or shooting sports events.
- Advise, coordinate and work cooperatively with the State Horse Committee, State Livestock Committee and State Shooting Sports Committee.
- Give leadership to quality assurance and animal welfare initiatives through Montana 4-H.
- Provide leadership for ATV safety training and promotion.
- Provide leadership for the 4-H shooting sports program, including serving as the state 4-H shooting sports coordinator, working with the state advisory group, coordinating training for leaders and instructors, maintaining an accurate leader training database, regular newsletter and website updates, fiscal management of the program, and equipment checks and inventory.
- Maintain liaisons and close working relationships with state agencies dealing with agriculture, and natural resources including MT FWP, Safari Club, NRA, NWTF, and private donors.
- Provide training to adult volunteers and teen leaders in agriculture and natural resources.
- Utilize electronic mail, the Internet and other advancing technology to communicate with MSU Extension staff and others.
- Comply with all Extension federal, state and university reporting requirements.

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Required Qualifications

1. Earned master's degree in agriculture, agricultural education, Extension education, other youth development, or closely related field. Must have degree in hand by date of employment.
2. Demonstrated understanding of agriculture and natural resources 4-H youth development programs.
3. Ability to provide leadership in planning, organizing, directing and evaluating educational programs related to agriculture and natural resources 4-H youth development programs.
4. Ability to maintain and build volunteer involvement in all 4-H delivery modes.
5. Experience in county 4-H youth development programming or other comparable experience with youth and leaders.

Preferred Qualifications:

1. An earned doctoral degree from an accredited university.
2. Demonstrated excellence in teaching, innovative teaching strategies and methods, and use of technology.
3. Demonstrated success in grantsmanship and grant writing.

The successful candidate will: possess excellent interpersonal skills; the ability to contribute in a team environment; the ability to manage multiple and complex tasks with attention to detail; the ability and willingness to work a varying schedule that will include evenings and occasional weekends as assigned. The candidate must have the ability to travel on an occasional basis (must have or be able to obtain a valid Montana driver's license) and possess the ability to represent MSU Extension and the Montana 4-H Youth Development Center and its programs to others in a professional, courteous and competent manner. The successful candidate will have excellent written and verbal communication skills; demonstrated ability to communicate effectively with constituencies at the university, county, state and national levels; a familiarity with multi-cultural and a variety of socioeconomic audiences; an interest in working with people from diverse backgrounds, and a commitment to the principles of diversity; an understanding of the land grant university mission; and an appreciation for economically and ethnically diverse rural and urban populations. The successful candidate will also possess an understanding of the youth program development domain of the 4-H Professional Research and Knowledge Base and Related Competencies. For more information on 4-HPRKC, visit: http://www.national4-hheadquarters.gov/comm/4h_prodev.htm

CONDITIONS AND BENEFITS: This position will be a twelve month, non-tenured position with Montana State University Extension Service. Benefits include TIAA-CREF, coverage for health and life insurance, Social Security, Worker's Compensation and Unemployment Compensation. **MSU may conduct a criminal history records check on any applicant. The University will not employ persons whose criminal and/or employment history suggests they may pose a significant risk to youth, faculty, staff or university property.** While in this position, the successful candidate may decide to complete coursework towards a Ph.D. though not at the expense of the position responsibilities.

GENERAL INFORMATION: This position is administratively responsible to the Director of the 4-H Youth Development Center. For further specific information regarding the position responsibilities, please contact:

Jill Martz, Director, 4-H Center for Youth Development
PO Box 173580
Bozeman, MT 59717-3580

jmartz@montana.edu
(406) 994-3501

APPLICATION PROCEDURE: Screening will begin **September 1, 2007** and continue until a suitable applicant is found. Applicants should send: 1) a letter of application describing how their training, expertise, talents and experiences uniquely qualify them to fulfill the required and preferred qualifications for the position, 2) a resume or curriculum vitae, and 3) names, addresses, e-mail and telephone numbers of 3 to 5 professional references to:

Mary Fran San Soucie, HR Coordinator
MSU Extension Service
307 Culbertson Hall
PO Box 172230
Bozeman, MT 59717-2230

maryfran@montana.edu
(406) 994-6648

ADA/EO/AA/VETERAN'S PREFERENCE: In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact Human Resources/Affirmative Action, Hamilton Hall, MSU, Bozeman MT 59717-2430; 406-994-2042. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at www2.montana.edu/policy/affirmative_action/

MSU encourages applications from women and minorities.

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