

**KENOSHA COUNTY UW-EXTENSION
YOUTH & FAMILY EDUCATOR
Position Description**

Cooperative Extension Vision: Wisconsin's educational network for engaging people and their communities in positive change.

UW-Extension Mission: Through the University of Wisconsin-Extension, all Wisconsin people can access university resources and engage in lifelong learning, wherever they live and work.

Kenosha County UW-Extension Mission Statement: Through education, training and support, Kenosha County UW-Extension builds capacity among individuals, groups and communities to reach their full potential.

Working Title: Kenosha County Youth & Family Educator

Official Title: Faculty

Percent of Employment: 100%

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

Type of Appointment: This is a probationary tenure track faculty appointment within the University of Wisconsin-Extension. During the probationary period, faculty members may receive renewed probationary appointments. At the end of the period, faculty members may be promoted to the ranks of tenured faculty. The granting of tenure is based on a consistent and high level of scholarship as reviewed by peers in the respective UW-Extension academic department and administration. Tenure is a formal recognition that an individual has met the standards of excellence required to be a long-term member of the faculty. Standards of excellence must continue to be met following the granting of tenure to receive salary merit increases and to ensure ongoing employment.

The position is eligible for benefits provided to state of Wisconsin employees and is subject to UW-Extension personnel policies.

Purpose and Primary Focus of Position:

As a faculty member of University of Wisconsin–Extension (UWEX), employed with the County of Kenosha, the Youth & Family Educator provides overall leadership to Kenosha County's youth and family programs and is responsible for planning, implementing and evaluating educational programs to meet identified needs and interests of county individuals organizations and communities. Backed by University research, the Educator incorporates pertinent findings from the social, human and behavioral sciences into educational programs to support the positive development of youth and families, especially in the areas of leadership, interpersonal and citizenship skills.

The Youth & Family Educator is the first point of contact for the delivery of non-formal education in the urban areas, is responsible for building community collaborations in addressing youth and family educational needs and for expanding educational programming for youth in Kenosha County.

The Youth & Family Educator provides leadership to the Kenosha County 4-H program and is responsible for the direct supervision of the 4-H Program Assistant.

Primary Duties/Essential Job Functions:

- Plan, implement and evaluate culturally competent educational programs directed at community needs on issues relating to the purpose of the position
- Regularly teach and deliver community-based youth development and family development educational programs through a wide variety of teaching methods at sites throughout the geographic area served
- Use appropriate means to critically review and disseminate related research
- Regularly prepare educational materials, program evaluations and reports using appropriate technology
- Plan and implement appropriate impact evaluations and reports to improve and document program effectiveness
- Write, publish and share articles, curricula and program designs that contribute to program understanding and support the scholarly practices of relevant professions and academic disciplines
- Provide relevant program outcome information to public officials, legislators, the general public and other interested parties to communicate Extension's value
- Identify, recruit and develop the volunteer leadership necessary to carry out the position's program of work
- Build community coalitions and partnerships while collaborating with a diverse network of community-based agencies, groups and individuals to address local concerns through educational programming
- Provide overall leadership and guidance for youth/family development programs
- Supervise paid staff and volunteers in youth and families programs
- Make all reasonable effort to reach a diverse audience and to ensure equitable access to programs and facilities
- Provide professional guidance and counsel to the Kenosha County 4-H program and to other program-related groups and organizations.

Other Required Duties and Responsibilities:

- Cooperate with other Extension personnel to develop strong, integrated Extension programs
- Represent Cooperative Extension and provide educational leadership with program-related agencies and educational institutions
- Develop and use an appropriate system for reporting and evaluating programs to the Kenosha County Extension Education Committee and Board of Supervisors, the University of Wisconsin-Extension and to clients, colleagues and other Extension collaborators as needed
- Develop plans of work based on ongoing assessment of community needs
- Develop and follow a personal plan for professional development in the area of youth/family development and outreach education methodology consistent with personal and organizational goals
- Participate in regional and/or state program activities as appropriate and needed
- 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
- Take a leadership role in articulating an integrated Youth Development program where multiple programs, staff and funding sources exist
- Engage in fund development and/or appropriate revenue generation for the county office
- Be a member of, at least, one county program team
- Cooperate with others in the local or unit office to ensure reasonable access to Extension expertise during regular office hours
- Keep accurate, complete and timely work records
- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume weekly travel throughout the county and occasional travel within the district and state
- Work evenings on a regular basis and occasionally on weekends, as needed to meet local needs

- Provide orientation and leadership training for county 4-H leaders, volunteers, and other youth serving organizations

Areas of Position Focus:

- Design, implement and evaluate culturally relevant educational programs for youth leadership and citizenship as an integrated part of the countywide youth development program
- Design, implement and evaluate culturally relevant educational programs for families on communication; family & youth interaction and family-decision making skills.
- Participate as the UW-Extension representative in community collaborations focused on youth issues where appropriate.
- Provide leadership and support for the 4-H program in Kenosha County.
- Facilitate the positive development of all young people through 4-H clubs, special interest activities, community youth organizations and schools
- Provide orientation and leadership training for county 4-H leaders, volunteers, and other youth serving organizations
- Utilize research-based tools in assisting community groups in strengthening youth-oriented programming
- Provide opportunities for teens to assume leadership roles and responsibilities through group membership, community service, or mentor programs
- Extend program outreach to youth residing in urban settings
- Collaborate with community-based youth agencies and organizations

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 accountable to the Kenosha County UW-Extension Director on matters related to vacation, leave of absence, salary and promotion, daily operation, county administration, office management and performance development.

The position is accountable to Kenosha County through the Kenosha County UW-Extension Director and county Extension Education Committee and to UW-Extension through the County 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.

Program Relationships:

The Educator primarily works with the 4-H Youth Development program area of UW-Extension. The Educator seeks counsel from the 4-H Youth Development program area, the Family Living program area, and other appropriate UW-Extension statewide programming units regarding subject matter and educational strategies. Appropriate programming relationships with other program areas are encouraged.

Using results from comprehensive planning processes, the Youth & Family Educator identifies priority subject matter and strategies to meet current and long-term educational needs in the county. The Educator establishes and maintains effective working relationships with county office colleagues, other county departments, local community organizations, co-workers in other counties, program area representatives and other state agencies in order to plan and implement needed programs, while maximizing available resources. The Youth & Family Educator communicates local priorities and resource needs to the 4-H Youth Development program area, Family Living program area and the County Director.

The 4-H Youth Development Program Liaison provides guidance and support for the development and implementation of effective educational programs that meet and/or exceed expectations. The 4-H Youth Development program area and the Academic Department of Youth Development share responsibilities for guiding probationary faculty members.

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 obtained by the end of the sixth year of full-time employment (pro-rated for less than full-time appointments) to retain the position, 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 planning, 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
- 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
- Ability to work collaboratively with other paid and non-paid staff, ability to take personal responsibility to help team efforts succeed
- Strong interpersonal and problem solving skills in a team setting; ability to effectively manage conflicts
- Skillful in establishing and maintaining professional work relationships and networks
- Ability to work in a context of individual and cultural differences
- Demonstrated willingness to learn on an ongoing basis
- Ability to adapt to changing programming and workplace priorities
- Ability to use outcome data for program improvement and accountability
- Ability to promote Cooperative Extension and its program through mass media and public relations/marketing skills
- Ability to use word processing and the Internet

Preferred Qualifications:

- Master's degree or other graduate degree with content expertise in a related field such as youth development, human behavior, education or related behavioral sciences
- A minimum of two years of professionally related experience, especially in youth related outreach education
- Knowledge of adult learning principles
- Scholarship experience; demonstrated ability to critically review and utilize research findings
- Experience working with local governments and community-based organizations; experience building community-based community coalitions for the purpose of taking positive action
- Ability to write grants and establish partnerships that pool and/or leverage public and private funds in support of Extension's mission; experience in budget development and management
- Experience in working with mass media (print, radio, television)
- Volunteer or paid experience working with people from culturally diverse groups
- Ability to maintain a healthy work/life balance
- Skillful in the use of educational software and current instructional technologies
- Demonstrated understanding of Extension's mission; knowledge of land grant colleges and universities

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.