K-State Research and Extension
New Audiences 4-H Program Coordinator– Job Description

Description: The 4-H Program Coordinator for New Audiences is responsible for reaching families new to 4-H Youth Development. The Program Coordinator will assist in developing 4-H programs primarily for Hispanic audiences in cooperation with the state and area specialists, Extension staff in SW Kansas, volunteers and employers in the animal and ag industry in Soutwest Kansas.
This is a full-time, 12-month position with funding for two years with the possibility of extending the position. This position is located in Garden City, KS and is supervised by the K-State Research and Extension, Southwest Area Extension Director or their designee. Some evening and weekend work will be required.

Responsibilities:
Assist with 4-H events and activities for families new to 4-H in Southwest Kansas.

- Serve as a contact for 4-H youth and families new to 4-H in Southwest
- Kansas
- Recruit and promote youth and family participation in 4-H events
- Implement policies according to the Kansas 4-H Youth Development Policies
- Assist with planning and promoting 4-H events and activities for children, youth and their families in cooperation with state and area specialists, Extension staff and volunteers in Southwest Kansas.
- Gather input from families regarding program interests
- Work with Extension Agents to record participation and maintain records
- Organize orientation sessions for both parents, volunteers and participants
- Assist leading classes and workshops for the youth

Required Qualifications:

- Associate's degree in education, youth development, human development and family studies or related field, or degree appropriate to youth and families programming.
- Bi-lingual, bi-cultural in Spanish and English speaking communities.
- Ability to manage multiple projects efficiently and effectively.
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.
- Ability to represent the K-State Research and Extension in a professional manner.

Preferred Qualifications:

- Bachelor's degree preferred.
- 2-4 years of experience in coordinating youth, or youth and family educational activities.
- Experience in working with individuals, groups and co-workers to accomplish goals.
- Experience and skills in program development, teaching and evaluation.

Salary Range: Commensurate with experience and qualifications.

How to Apply:
Submit application, cover letter, resume and transcript to:

Keli Yungeberg
Senior Administrative Specialist
4-H Youth Development
201 Umberger Hall
Kansas State University
Manhattan, KS 66502
Phone (785) 532-5800
email keliy@ksu.edu

For additional information see http://ksre.ksu.edu/p.aspx?tabid=61

Application Deadline: Review of applications begins February 17, 2014 and continues until position is filled.

Kansas State University is an Affirmative Action/Equal Opportunity Employer and actively seeks diversity in its workforce.
Background check required.