



POSITION ANNOUNCEMENT

Title: *Agent Associate*

Functional Title: *Agent Associate, 4-H Youth Development*

Position Number: 118603

Category Status: *Faculty, Non-Tenured, Continuing Contract*

Unit: *AGNR-UME- Prince George's, Capital Cluster*

Description of Unit:

University of Maryland is a land-grant institution with a three-part mission of teaching, research, and outreach. The campus is located in College Park, Maryland. University of Maryland Extension (UME) reaches all parts of Maryland with an office in every county and Baltimore City. Maryland 4-H is the youth development program of the land grant system. This position will be responsible for the –Prince George's County 4-H program.

The Maryland 4-H Youth Development Program provides a supportive setting for youth to reach their fullest potential. Children learn beneficial cognitive and life skills through community-focused, research-based, experiential educational programs. High quality science, civic engagement, and healthy living programs are delivered through clubs, afterschool and school programs, camps, fairs and other community partners. Youth development professionals and volunteers support youth thriving through nurturing sparks, promoting high quality experiences, and cultivating positive relationships within communities.

To learn more about the 4-H Youth Development Program, visit <https://extension.umd.edu/programs/4-h-youth-development>

Purpose of the Position:

University of Maryland Extension (UME) is seeking an Educator to provide coordination and programmatic support for educational programs for youth, families, and communities. The Educator would work with volunteers and youth development agencies to provide experiential learning opportunities for youth, leading to the development of life skills for youth. The Educator is also responsible for developing an active, ongoing recruitment campaign to involve new volunteers and youth. We are committed to providing culturally relevant programs and services through 4-H. As a professional track faculty member, the Educator will be responsible for developing youth development programs in cooperation with colleagues across the – Prince George's county and Capital Maryland cluster. The faculty member will be eligible for promotion in accordance with University policy and UME professional track faculty guidelines within a timeframe defined.

This position reports directly to the Maryland 4-H Program Leader and Area Extension Director.

Responsibilities:

- Develop, implement, and evaluate a – Prince George's County focused 4-H youth development program in cooperation with colleagues in the programmatic cluster.
- Facilitate research-based methods to increase knowledge, leadership, and life skills in alignment with the UME Strategic Plan and 4-H Program Priorities.
- Coordinate and deliver experiential learning programs for a wide range of disciplines in areas aligning with the 4-H national priorities around science, health, and civic engagement.
- Educate youth and adult volunteers on subject matter concepts.
- Work with the tenure track faculty to expand the county's 4-H club and Out of School Time programs and capacity.
- Conduct needs assessments, outreach, and marketing to reach diverse audiences with equity and inclusion as foundational elements.
- Work with the tenure track faculty to coordinate and support the UME adult volunteer management system, including recruitment, onboarding, training, supervision and recognition of youth and adult

volunteers.

- Cultivate good working relationships with community collaborators and partners to benefit youth. Promote positive public relations with stakeholders and the community.
- Increase resources through cost recovery, local funding sources, collaborative, and other funding proposals to support and expand 4-H youth development programs.
- Work with tenure track faculty to support county/city 4-H programs including but not limited to 4-H participation and activities at the County Fair and countywide contests.
- Work with local 4-H team to support the residential camping program.
- Provide evidence of teamwork accomplishments in annual reports. Individual role in team programs will be defined.
- Other duties as assigned.

Required:

- Bachelor's degree youth development, education, social science, or related field.
- One or more years of experience in positive youth development and/or education.
- Demonstrated effectiveness and experience teaching diverse and underserved youth and adults in community settings.
- Demonstrated success in developing, implementing, and evaluating youth community education programs.
- Demonstrated direct experience working with schools, afterschool, and community programs.
- Demonstrated leadership, communication, program management and time management skills.
- Must be willing to work flexible hours, with some evenings and weekends, and to travel within assigned county, administrative cluster, and state.
- Personal transportation and valid driver's license.
- This position is subject to a Criminal History Record Check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferred:

- MA or MS in Youth Development or related field.
- 3 years of experience with the 4-H youth development program.
- Fluency in Spanish.
- Experience in distance and virtual education strategies.
- Experience in volunteer recruitment and management.
- Demonstrated achievement in developing, implementing, and evaluating community education programs.

Physical Demands of the Position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Nature of the Position: This position frequently presents information through vocal and written communication to individuals of various ages, socio-economic, and educational backgrounds. The ability to express or exchange ideas vocally is important, as well as the ability to hear and perceive information at normal spoken work levels.
- Physical Demands: A routine part of this position's responsibilities would be to transport materials to and from teaching/event locations, including loading and unloading the vehicle. The employee will frequently lift and/or move items weighing up to 20 pounds. Set-up and tear-down of displays, tables, and chairs would be necessary at many teaching sites.
- Environmental: Team driven, office environment of professional character, competence, and collaboration. Deadline driven in terms of program planning and reporting. This position requires the employee to work outdoors at certain times of the year, especially during the time of annual fair, 4-H residential or day camps and youth recreation activities. This may occur during very hot and/or inclement weather.

- Visual Acuity: Visual acuity is required for preparing and analyzing written or computer data and presentations.

Salary and Benefits:

Salary commensurate with experience; Bachelor's base: \$43,300 Master's base: \$45,269. Position is a full-time, 12-month professional track faculty position. Annual contract, renewed annually pending performance and continued funding. The University of Maryland offers benefits.

Applications:

All candidates must apply online at <https://ejobs.umd.edu> for position #118603. A complete application on packet includes a letter of application, a current resume, unofficial transcript, and three (3) professional references, including name, mailing address, telephone number, and email address.

Closing Date:

Applications best consideration date of 06/30/2023 or until a suitable candidate is selected.

Diversity Statement:

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.