

Statewide 4-H Director Academic Coordinator III

Position Overview

The University of California, Agriculture and Natural Resources (UC ANR) offers a unique recruitment opportunity for a **Statewide 4-H Director, Academic Coordinator III**. UC ANR operates a statewide network of researchers, educators and support staff dedicated to the development and application of knowledge to address local agricultural, environmental and community health issues. Research, outreach and education from locally based Cooperative Extension offices serves all 58 counties from 70+ locations throughout the state. Our mission is to bring the University of California directly to Californians through research, extension and education programs that support:

- Sustainable, safe, and nutritious food production and delivery
- Economic success in a global economy
- A sustainable, healthy, and productive environment
- Science literacy and youth development

By working and living among those we serve, UC ANR expands the University of California's reach to engage all people and communities in California, ensuring equal access to the UC system.

Location Headquarters: ANR, Davis, California

Purpose and Clientele:

The University of California 4-H Youth Development Program (4-H YDP) is a statewide program for all youth ages 5 to 19 that empowers young people to reach their full potential, working and learning in partnership with caring adults. Annually, more than 60,000 young people participate in California 4-H through clubs, afterschool programs, school enrichment, short-term/special interest programs, camps, mentoring and family learning programs. As a statewide program, 4-H is delivered locally through Cooperative Extension, in partnership with a large volunteer network of nearly 6,000 people. As a part of the University of California Division of Agriculture and Natural Resources (UC ANR), the 4-H YDP supports ANR's mission "to serve California through the creation, development, and application of knowledge in agriculture, natural and human resources".

The Statewide 4-H Director provides visionary leadership to implement and evaluate the University of California 4-H YDP and oversees strategies to create and implement programs to support the growth and development of the youth participants, volunteers, and staff. Through the implementation of programs and applied research that embrace access, equity and belonging, the 4-H YDP purposefully and intentionally improves the economic, environmental and social conditions in which youth live. The Director connects research and extension efforts to the latest research on positive youth development and collaborates with UC ANR Strategic Initiatives, Program Teams, Workgroups, campus specialists, advisors (county-based academics conducting applied research), staff, and county Cooperative Extension offices in fostering research and program delivery across the state of California. The Director provides leadership and oversight to the 4-H Advisory Committees, 4-H mission mandates (4-H Science, 4-H Healthy Living, 4-H Citizenship, and 4-H College and Career Readiness) and 4-H Military Partnership Program. The Director develops and coordinates revenue generating opportunities in support of the 4-H YDP, and develops, interprets, and implements UC policies related to the 4-H YDP. Primary clientele are 4-H staff, academics, county directors, and 4-H adult volunteers who, in turn, deliver programs to meet the needs of young people and families in the community.

The Director will provide vision, inspire, and motivate others with attitude and actions; set a high standard for excellence; innovate and foster positive change; model and support a good team working environment; encourage and be open to exploring new ideas and innovative changes. They will promote active, ongoing advocacy and support of UC ANR and the 4-H YDP. The Director shall understand and uniformly apply UC and 4-H policies; provide useful and timely feedback; take timely disciplinary action within UC procedures, if necessary; and work with staff in advance of deadlines for required records and reports.

Resource management is key in this position. The Director will successfully secure resources; effectively manage and equitably allocate resources among programs and established priorities; monitor the use of resources and comply with all relevant policies; maintain effective working relationships with internal and external partners to form strong support networks for UC ANR and 4-H; and provide strategic thinking to a sustainability plan. The Director contributes to advocacy and communication with representations of UC ANR and the 4-H YDP in professional manner; ensure clientele needs are assessed; support the development of priority program goals to successfully meet clientele needs, in alignment with UC ANR's Strategic Vision, Initiatives and Plan; provide leadership and oversee implementation of the 4-H YDP statewide; work with staff to ensure that outcomes and impacts are measured and communicated; and interact with UC ANR Program Teams, specialists and others within the research/extension network to develop, strengthen and expand the 4-H YDP.

Major Duties and Responsibilities:

Coordination of Academic Programs

Academic program planning and development

- Facilitate effective program planning, implementation, curricula development, evaluation, training, and interpretation of innovative youth programs that involve clientele, external stakeholders, and 4-H/YFC (Youth, Families and Community) academics and staff, other educational activities and multi-media materials aligned with strategic plan and/or clientele needs.
- Assure the 4-H YDP follows all federal, state, UC and 4-H YDP regulations and policies and oversee the development of new policies and the revision of existing policies to support program goals in collaboration with Office of the Controller and Business Services, UC Office of General Council, and others as appropriate.
- Oversee and contribute to effective communication efforts with program-based staff, academics, affiliates, and the public (e.g., develop and maintain websites, social media, blogs, and other media).
- Foster an environment conducive to a strong volunteer system.
- Demonstrate a commitment to interdisciplinary approaches between 4-H and other Cooperative Extension program areas.

Assessment of program and constituency needs.

- Analyze enrollment data and other program indicators to inform program development and training needs and topics.
- Respond to program and policy inquiries from county-based staff and volunteers, UC ANR staff and others about the 4-H YDP and UC policies.
- Demonstrate ability to assess program needs and priorities.
- Demonstrate the ability to develop and sustain relationships with program clientele and partners.

Evaluation of academic program activities and functions.

- Evaluate program curriculum, activities, and trainings to quantify outcomes and impacts related to condition changes and public value statements.
- Demonstrate ability to develop, contribute to, and publish evaluation reports.

Development of proposals for extramural funding of programs and identification of support resources.

- Provide leadership in extramural fund development, including revenue generation for grants, contracts, and fees; and coordinate with the California 4-H Foundation and UC ANR Development Services in generating gifts. Serve on the California 4-H Foundation Board of Directors.
- Manage fiscal and human resources related to the 4-H Youth Development Program.

Liaison representation with other agencies and institutions in the public and private sectors.

- Represent the UC 4-H YDP on various statewide and/or national committees and serve as the liaison between 4-H and other statewide programs and various stakeholders.
- Establish strong working relationships with advisors, specialists, staff, USDA-NIFA, National 4-H Council, California 4-H Foundation and other universities.
- Navigate relationships between State 4-H Office, UC and County based employees.

Professional Competence and Activity

- Pursue ongoing personal and professional development.
- Enhance skills and knowledge in youth development and acquire additional skills as needed. (e.g., join a professional society and attend a meeting; participate on national committees).
- Network with 4-H youth development directors in other states and other organizations.

University and Public Service

- Serve in activities that support and/or represent ANR, the broader UC-community, or other academic entities. (e.g. academic search committees, statewide program advisory committees/councils, conference planning committees, industry and government-related committees that serve local needs; state agency youth development committees).
- Serve in public activities (e.g., youth serving agencies).

Leadership and Administrative Elements

Supervision and leadership of other academic appointees or staff:

- Provide supervision and visionary leadership for the State 4-H Office and 4-H Youth Development Program and staff.
- Effectively manage all personnel supervision, oversight, annual evaluations, merits, and promotions and take appropriate disciplinary actions.
- Effective use staff expertise to strengthen the team.
- Provide vision and leadership to expand total enrollment in urban and rural areas of the state with particular attention to including programs that focus on access, equity and belonging for underserved youth in the 4-H YDP.
- Lead, mentor and evaluate CE 4-H/YFC advisors.
- Demonstrate concern for all staff.

As a leader, you will be expected to excel in the areas of:

- Leadership & Vision (includes Inspiring Innovation, Leading Change, and Professionalism)
- Administrative Policy (Accountability and Governance)
- Budget and funding (Resource Management and Financial Budget)
- Human Resources (includes Diversity, Health and Safety, and Principles of Community)
- Advocacy and Communication (includes Client Service; Collaboration and Communication)

Counties of Responsibility. This position is focused on work across the State of California.

Reporting Relationship: The Statewide 4-H Director reports to the Director of Statewide Programs and Institutes.

Qualifications and Skills Required

Required Qualifications

Education: A minimum of a Master's degree in education, youth or human development or related field is required at the time of appointment.

Additional Requirements

- Strong leadership skills and experience in program and personnel management.
- Demonstrated experience in program planning, evaluation, and budget management.
- Demonstrated experience developing and implementing youth development programs.
- Knowledge of 4-H Youth Development program leadership, positive youth development programs or Cooperative Extension programming.
- A thorough understanding and significant experience in creating culturally sensitive and relevant youth programs
- Experience in working/supporting a diverse team of paid professionals and volunteers who deliver youth programming appropriate for their varying needs.
- Experience working with volunteers and providing leadership for volunteer groups.
- Experience working collaboratively with a wide variety of stakeholders and developing productive partnerships.
- Excellent oral/written communication skills, including the ability to develop and implement presentations/workshops for diverse audiences.
- Experience in the educational use of computers, the Internet and other distance learning techniques.
- Knowledge of technologies, including word processing, e-mail, PowerPoint, the internet, etc.
- This is not a remote position. The candidate must be available to be onsite.
- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required. Must possess valid California Driver's License to drive a County or University vehicle.
- A background investigation will be required for the successful candidate, including fingerprinting and a criminal history clearance by the Department of Justice and the Federal Bureau of Investigation. This position is subject to the requirements and compliance of the California's Child Abuse and Neglect Reporting Act (CANRA). Employment within UC ANR is contingent upon securing written acknowledgement to comply with California law.

Skills Required

To be successful, Academic Coordinators require skills in the following:

Technical Competence and Impact

The candidate should understand key concepts related to nutrition and health and be able to design and implement programs that lead to positive changes and impact within the community and beyond.

Communication

Demonstrated excellence in written, oral, interpersonal and information technology communication skills.

Collaboration, Teamwork and Flexibility

Demonstrated ability to work collaboratively as a team member with others. Able to adapt as circumstances warranted. Promote diversity, equity and inclusion.

Lifelong Learning

Demonstrated commitment to ongoing self-improvement - both professionally and as a person.

Learn more about Skills and Areas of Programmatic Review (including Professional Competence, University and Public Service and Affirmative Action and DEI) at:

https://ucanr.edu/sites/Professional_Development/files/355229.pdf

About UC ANR

The University of California, Division of Agriculture and Natural Resources (UC ANR) consists of a network of scientists and educators working in partnership across California. We are committed to developing and supporting healthy food systems, healthy environments, healthy communities, and healthy Californians. UC ANR administers UC Cooperative Extension (UCCE), which is responsible for program development and delivery in the counties throughout the state of California.

Learn more about

- UC ANR at <https://UCANR.edu>
- UC ANR in counties: https://ucanr.edu/sites/ucanr/County_Offices/
- Our Strategic Initiatives <http://ucanr.edu/sites/StrategicInitiatives/>
- Our Public Value statements at: https://ucanr.edu/sites/anrstaff/Divisionwide_Planning/UC_ANR_Public_Values/
- DEI: Further to the above, academics are expected to share and exhibit UC ANR's commitment to Diversity, Equity and Inclusion [https://ucanr.edu/sites/Professional_Development/Office - Team Management/Diversity Equity Inclusion Belonging/](https://ucanr.edu/sites/Professional_Development/Office_-_Team_Management/Diversity_Equity_Inclusion_Belonging/)
- Affirmative Action: Further to the above, academics are expected to share and exhibit UC ANR's commitment to affirmative action. Learn more of UC ANR Affirmative Action policy: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/
- The University of California Agriculture and Natural Resources is committed to attracting and retaining a diverse workforce and will honor your experiences, perspectives, and unique identity. We encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others who demonstrate the ability to help us create and maintain working and learning environments that are inclusive, equitable and welcoming.

Salary & Benefits

The salary range for this Academic Coordinator III position is from Step 1 - \$99,253 to Step 9 - \$176,381. **Step placement in the Academic Coordinator III series is based on applicable experience and professional qualifications.** For information regarding the Academic Coordinator series salary scales, please refer to: <https://www.ucop.edu/academic-personnel-programs/files/2023-24/july-2023-acad-salary-scales/t36-iii.pdf>

The academic coordinator position is a three-year renewable term appointment. Performance in this position is evaluated annually with merit actions being evaluated every three years. Upon completion of a successful review, you may be reappointed for another definite term. Our intention with this definite term appointment is

to reappoint based on positive performance reviews and the continuing need for the position. *Internal candidate(s) with an existing academic title may retain the appointment at 0% time.*

Benefits: The University of California offers comprehensive benefits including health insurance, retirement plans, two days per month paid vacation, one day per month paid sick leave, and holidays. For more information, refer to the UC Benefits website at: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

If interested in this position, please visit: <https://recruit.ucanr.edu/> and choose “applicants” (refer to position #23-16)

Closing Date: To assure full consideration, application packets must be received by **March 15, 2024** open until filled.

Questions?

Contact Tatiana Avoce email: tavoce@ucanr.edu

Applicants may wish to explore the UC Davis Services for International Students and Scholars web page at <https://siss.ucdavis.edu/> as a resource.

University of California Cooperative Extension

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status or other protected categories covered by the UC nondiscrimination policy.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.