

University of California

Agriculture and Natural Resources

Position Description

Effective Date: May 1, 2016

Steven Worker

Cooperative Extension Advisor, 4-H Youth Development

HEADQUARTERS: Marin County

PURPOSE & CLIENTELE

The Cooperative Extension Advisor, 4-H Youth Development, conducts a county-based extension, education, and applied research program to address identified Marin, Sonoma, and Napa county youth issues thereby fostering healthy communities where youth thrive. The advisor is responsible for developing, implementing, and evaluating experiential educational programs and conducting applied research for child and adolescent issues in Marin, Sonoma, and Napa counties focusing on healthy living; science, engineering, math and technology; environmental stewardship; and citizenship. The advisor will develop partnerships to i) engage youth in reaching their fullest potential through positive youth development approaches; ii) improve youth scientific and environmental literacy; iii) reach the area's economically disadvantaged youth and youth of color. Additionally, the advisor provides academic leadership and development to 4-H volunteer extenders and other cooperators who facilitate educational youth programming.

Clientele include young people and adult volunteers involved in 4-H clubs, camps, and programs, targeted underserved populations, and staff from government and non-government organizations who provide youth development and/or STEM education to young people.

ACADEMIC PROGRAM MAJOR RESPONSIBILITIES

- Provide academic leadership to the 4-H Youth Development Program including the 4-H Club and camp programs, volunteer management councils, and associated 4-H programs in Marin, Sonoma, and Napa counties, including the recruitment of volunteers and youth across ethnic groups, races, and cultures.
- Conduct and report regular needs assessments to identify priority issues or problems relevant to young people in Marin, Sonoma, and Napa counties.
- Develop and implement Cooperative Extension applied research and extension efforts to address the identified priority needs of the clientele, consistent with UC ANR's *Strategic Vision 2025*, with a focus on improving youth scientific literacy (including environmental,

engineering, and technological literacy); and supporting youth to reach their fullest potential through positive youth development approaches.

- Develop, implement, and evaluate new and creative approaches to develop, strengthen, and expand local UC 4-H programming that benefits youth and families. Outreach to local Latino communities, in collaboration with community partners, to strengthen 4-H programming in underserved communities.
- Provide leadership to build or maintain a strong volunteer development program and management system for the delivery of the 4-H YDP.
- Cultivate collaborators and donors as well as grants for research and education/project support.
- Oversee implementation of the UC 4-H Youth Development Framework and ensure positive youth development occurs from an intentional process. In partnership with the UC ANR State 4-H Office, measure program effectiveness and evaluate youth and volunteer participation, outcomes, and impacts.
- Participate in UC ANR work groups & program teams, committees, task forces and other formal or informal structures. Develop collaborative teams with other UC ANR academics, campus-based specialists and faculty and/or others, to address priority issues for UC ANR; including healthy families and communities and scientific literacy.
- Disseminate science-based information to inform clientele, using extension methods that are responsive to clientele needs and appropriate for the audience and situation. Maintain and promote Cooperative Extension's credibility by providing science-based knowledge and skills. Actively advocate for UC ANR program awareness and support.
- Serve the California public by participating in activities of public agencies and organizations. Collaborate with governmental agencies and non-government organizations by providing independent science-based information. Foster an increased understanding of Cooperative Extension's research and education programs in clientele, the public and policy makers.
- Maintain a program of continuous self-improvement by participating in in-service training, seminars, workshops, work group & program team meetings, short courses, professional society meetings and other relevant opportunities. Participate in, and contribute to, professional organizations.

PROGRAM LEADERSHIP AND BUSINESS OPERATIONS RESPONSIBILITIES

- *Leadership:* Provide vision, inspire, and motivate with attitude and actions; set high standards for excellence; foster positive change; model and support a good team working environment; and encourage and is open to exploring new ideas and innovative changes, and provide active, ongoing advocacy and support for ANR programs.

- *Local Delivery of Statewide Programs*: Represents UC ANR programs locally in professional manner; ensures clientele needs are assessed, supports the development of priority program goals to successfully meet clientele needs, in alignment with ANR's statewide Strategic Vision and initiatives; oversees delivery of UC ANR statewide programs at the local level; works with staff to ensure that outcomes and impacts are measured and communicated; and interacts with UC ANR Program Teams, specialists and others within the research/extension network to develop, strengthen and expand the local delivery of statewide programs.
- *Administrative Policy*: Understands and uniformly applies UC and County policies; provides useful and timely feedback; takes timely disciplinary action within UC and County procedures, if necessary; and works with staff in advance of deadlines for required records and reports.
- *Budget*: Successfully secures resources; effectively manages and equitably allocates resources among programs and established priorities; monitors the use of resources and complies with all relevant policies; and maintains effective working relationships with internal and external partners to form strong support networks for UCCE.
- *Interpersonal Relationships*: Is an effective listener and communicator; takes responsibility for his/her own actions; motivates others; keeps commitments; and cultivates political and industry support for UC ANR.
- *Academic, Research, and Administrative Staff*: Demonstrates concern for all staff; effectively manages all personnel supervision, oversight, annual evaluations, merits and promotions, and take appropriate disciplinary actions; makes effective use of staff expertise to strengthen the team; and invests in improving all staff expertise and supports professional development.

AFFIRMATIVE ACTION RESPONSIBILITIES

Promote, in all ways consistent with other responsibilities of the position, accomplishment of UC ANR affirmative action goals. Comply with all applicable federal and state laws and regulations, and all University policies regarding affirmative action, including prohibition of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, physical or mental disability, age, veteran status, medical condition, ancestry or marital status.

- Take all measures necessary to assure that any employee or volunteer workers supervised by this position fulfill their affirmative action responsibilities.
- Develop a statement of program mission and definition of potential program clientele that embody a commitment to serve diverse ethnic and gender groups.
- Plan and conduct programs in such a manner as to provide equitable service to all ethnic and gender groups that comprise the potential clientele population for the program.

- Identify any barriers to clientele participation related to ethnicity, gender, or other characteristic of concern under the University's affirmative action policies, and take corrective action as needed to remove such barriers.
- Collect, and keep current, demographic data identifying the ethnic and gender distribution of the potential clientele populations for the program, and describing other characteristics of the population relevant to the pursuit of ANR's affirmative action goals. Compile and maintain documentation of service to each ethnic and gender group within the clientele population served by the program, including statistical records of clientele contacts, quantitative evaluations of benefits realized by clientele, and reports of any special efforts to serve under-represented groups.

RELATIONSHIPS

The Cooperative Extension Advisor is administratively responsible to the UC ANR Marin County Director with input from the respective Sonoma and Napa County Directors. The Cooperative Extension Advisor is programmatically responsible to the Director of the Statewide Youth, Families, and Communities Program. The Cooperative Extension Advisor provides academic supervision and direction to Community Education Specialists in Marin, Napa, and Sonoma.

QUALIFICATIONS

A minimum of a master's degree is required in youth development, human development, science education, or related disciplines. Expertise in applied research and program evaluation and large-scale youth programming for underserved populations. Academic training and/or professional experience must provide an understanding of science with the ability to transfer research-based principles to program and research design methodologies. Experience or the ability to apply low-literacy and cultural/ethnic principles into extension and research program elements. Experience working with diverse populations and the ability to bridge cultural differences. Strong leadership skills and experience in program and personnel management. Excellent written, oral and interpersonal communication skills.

- Must demonstrate:
 - The ability to communicate and extend technical information in an understandable manner.
 - Knowledge of human relations is required including the ability to work with people with a diversity of views and values, to motivate people and adapt to changing situations.
 - Literacy in internet communications and with software to support research and education programs.

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Steven Worker, Cooperative
Extension Advisor, 4-H Youth
Development

10/24/2016
Date

David Lewis

David Lewis, County Director
for Marin and Napa (lead director)

10/25/16
Date

Stephanie Larson

Stephanie Larson, County
Director for Sonoma

10/26/16
Date

Shannon Horrillo Digitally signed by Shannon Horrillo
DN: cn=Shannon Horrillo, o=4-H Youth Development,
ou=ANR Youth, Family and Communities Statewide
Program, email=shorrill@ucanr.edu, c=US
Date: 2016.10.18 11:26:49 -0700

Shannon Horrillo, Interim
Statewide 4-H Director

Date

Christopher A. Digitally signed by Christopher A. Greer
DN: cn=Christopher A. Greer,
o=University of California, ou=ANR,
email=cagreer@ucanr.edu, c=US
Date: 2016.10.18 09:38:16 -0700
Greer

Chris Greer, Vice Provost
of Cooperative Extension

10/18/2016
Date