



**MONTANA**  
STATE UNIVERSITY

EXTENSION

## Position *Announcement*

### MSU Extension Personnel

309 Culbertson Hall  
P.O. Box 172230  
Bozeman, MT 59717-2230  
Tel (406) 994-1752  
<http://www.msuextension.org>



### EXTENSION 4-H SPECIALIST, CURRICULUM AND OUTREACH

**Location:** Bozeman, MT

**Starting Date:** July 1, 2008

**General:** Montana State University Extension and the 4-H Center for Youth Development are seeking nominations and applications for the position of Extension 4-H Specialist, Curriculum & Outreach. The 4-H Center for Youth Development at MSU provides ongoing support to the 4-H program and serves as a statewide resource to families, communities, and youth serving organizations by providing expertise on positive youth development, program development and curriculum design. The 4-H Center has a vibrant staff comprised of several dynamic youth-minded, energetic and motivated individuals committed to creating resources and opportunities promoting positive youth development. The 4-H Center is fortunate to partner with the Montana 4-H Foundation, which partially funds programs and other youth initiatives. Currently, Montana 4-H serves 23,000 youth annually through 4-H community clubs, school enrichment, out-of-school programs, and special interest activities (For additional information, please visit the Extension web page at: <http://msuextension.org>).

**Duties and Responsibilities:** The 4-H Specialist for Curriculum and Outreach will provide innovative leadership and direction for designing, developing, implementing and evaluating experientially-based curriculum for outreach and priority programs, as identified on the national and state level. These curriculum and program resources will be adaptable for use in traditional 4-H clubs, schools, home school programs, community partnership programs - such as those in out-of-school time, and with other youth serving organizations. Specific responsibilities will be to:

- Provide leadership for identifying, designing, developing, implementing and evaluating experientially-based curriculum and programs suitable for use in a variety of settings and organizations.
- Provide leadership and direction for 4-H project literature including identification, development, training, implementation, evaluation and revisions to existing materials.
- Provide leadership for outreach and statewide priority programs including the mission mandate of science, engineering and technology.
- Coordinate and direct Montana 4-H outreach and priority programs to new groups and individuals, including reservation, hard-to-reach and home-school youth.
- Collaborate with 4-H Center faculty and staff to identify program emphasis and direction for Montana 4-H.
- Collaborate with Extension departmental specialists, contracted people, and other resources in 4-H outreach and program development and design.
- Work collaboratively with the National 4-H Headquarters and 4-H Council to develop, revise and implement 4-H resources and curriculum for use in outreach efforts to meet the needs of today's youth (see [www.n4hccs.org](http://www.n4hccs.org)).
- Provide statewide leadership and direction for school enrichment, 4-H afterschool and summer youth programs.
- Serve as the contact for the National 4-H Afterschool Initiative, National SET Initiative and as Military Liaison.
- Collaborate with and provide training and technical assistance to local and state coalitions and groups offering out-of-school time programs, such as member organizations of the Montana Afterschool Network.
- Serve as the state 4-H military liaison and provide leadership for county and state programs serving military families and youth in Montana.
- Provide leadership for fund development, administration and reporting for the CYFAR grant, Military grant and other grants, as appropriate.
- Conduct workshops, present research-based information and publish research and other scholarly work.
- Contribute program related information and articles to the monthly 4-H Center newsletter.
- Assist with statewide programs such as 4-H Congress, Rec Lab, Leadership Forum and others.

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**Required Qualifications:**

1. Earned master's degree. Degrees in education, youth development, psychology, sociology, communications, community development or a closely related field preferred.
3. Experience in curriculum development, youth development, educational design, non-formal education, or a closely related field.
4. Demonstrated ability to facilitate group planning and interaction.
5. Experience in team building, problem solving, and innovation.
6. Demonstrated experience in program design and development, implementation and assessment.

**Preferred Qualifications:**

1. Earned doctoral degree from an accredited university.
2. Demonstrated experience utilizing innovative teaching strategies and methods, and use of technology.
3. Demonstrated experience in grantsmanship and grant writing.
4. Academic record of scholarly accomplishments that merit appointment as a faculty member in an MSU department.

The successful candidate will have excellent written and verbal communication skills; a demonstrated ability to communicate effectively with constituencies at the university, county, state and national levels; familiarity and interest in working with people from diverse multi-cultural and socioeconomic backgrounds; commitment to the principles of diversity; an understanding of the land grant university mission; and an appreciation for economically and ethnically diverse rural and urban populations. The candidate will adhere to the highest ethical and professional standards in working with youth, colleagues and clientele and will also possess an understanding of the youth program development domain of the 4-H Professional Research and Knowledge Base and Related Competencies. For more information on 4-HPRKC, visit: [http://www.national4-hheadquarters.gov/comm/4h\\_prodev.htm](http://www.national4-hheadquarters.gov/comm/4h_prodev.htm)

**CONDITIONS AND BENEFITS:** With a Ph.D. this position will be a twelve month, tenure-track faculty position with Montana State University Extension, in the 4-H Center for Youth Development. With a Master's degree the position will have a Program Coordinator title. Benefits include TIAA-CREF, coverage for health and life insurance, Social Security, Worker's Compensation and Unemployment Compensation. **MSU may conduct a criminal history records check on any applicant. The University will not employ persons whose criminal and/or employment history suggests they may pose a significant risk to youth, faculty, staff or university property.**

**GENERAL INFORMATION:** This position is administratively responsible to the Director of the 4-H Youth Development Center. For further specific information regarding the position responsibilities, please contact:

Jill Martz, Director  
4-H Center for youth Development  
PO Box 173580  
Bozeman, MT 59717-3580

Phone: (406) 994-3099  
E-mail: [jmartz@montana.edu](mailto:jmartz@montana.edu)  
<http://msuextension.org>

**APPLICATION PROCEDURE:** Screening of applications begins **May 2, 2008**, and will continue until a suitable candidate is hired. Applicants must submit (may be submitted electronically): a) a letter of application that addresses, in detail, each qualification listed above, b) a resume, c) names, addresses and phone numbers of five (5) professional references, and d) criminal information sheet and advertising tracking form (located on our website at <http://msuextension.org>) to:

Julie Heard, Personnel Associate  
MSU Extension  
307 Culbertson Hall  
PO Box 172230  
Bozeman, MT 59717-2230

Phone (406) 994-1752  
FAX (406) 994-1756  
E-mail: [julia.heard@montana.edu](mailto:julia.heard@montana.edu)  
<http://msuextension.org>

Submission of items a, b and c in electronic form is encouraged (Word, WordPerfect or PDF). A signed letter of application must also be sent by mail in order to assure receipt of original signature. Send files as attachments to [julia.heard@montana.edu](mailto:julia.heard@montana.edu).

**ADA/EO/AA/VETERAN'S PREFERENCE:** In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact Human Resources/Affirmative Action, Hamilton Hall, MSU, Bozeman MT 59717-2430; 406-994-2042. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at [www2.montana.edu/policy/affirmative\\_action/](http://www2.montana.edu/policy/affirmative_action/).

MSU encourages applications from women and minorities.

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MSU Extension is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.