



MONTANA
STATE UNIVERSITY

EXTENSION

Position *Announcement*

MSU Extension Personnel

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

Title: **4-H Mentoring Site Manager – two positions available, (0.6 FTE each)**
Position # **03-12**
Locations: **MSU Extension Gallatin County - Belgrade and MSU Extension Ravalli County - Hamilton**
Date Available: As soon as possible

The Montana 4-H Mentoring Partnership program will focus on making a positive impact on at-risk youth participants through mentoring, 4-H club participation, and family activities. Youth participants will be referred through community partner organizations and commitments to fully participate in program components will be obtained from the youth and their families. Youth involved in the program will benefit from:

- educational and mentoring support to improve their academic performance through individual mentoring
- enhanced social competencies through positive, caring interactions with peers and adults as they work together on projects through the 4-H Club setting
- strengthened family bonds through interactive and engaging family night out events.

Program sites will draw on the collective strengths and resources of the Montana State University - Extension network and local partner organizations to enhance the Montana 4-H Mentoring Partnership. Progress towards goals will be measured by site managers through data collected from participants, program evaluations, and performance measure reporting instruments.

SPECIFIC POSITION RESPONSIBILITIES:

- Provide overall program management for Montana 4-H Mentoring Partnership county sites.
- Coordinate mentoring, 4-H club, and family night out program components.
- Collaborate with local community partners to identify, recruit, and select youth participants and their families.
- Recruit, screen, select, train, and manage mentors to provide weekly one on one or group mentorship to youth participants.
- Recruit, screen, select, train, and manage volunteers to serve as 4-H Club Organizational Leaders.
- Work with organizational leaders to establish and manage 4-H Clubs for participants.
- Coordinate family night out events including site selection, program development, program delivery, and meals.
- Coordinate service learning and community engagement opportunities for program participants.
- Maintain communication with youth participants, families, and mentors regarding program components.
- Monitor progress towards program goals through data collected from participants, program evaluations, and performance measure reporting instruments.
- Coordinate evaluation and reporting efforts ensuring information is collected and reported according to grant timelines.
- Utilize all available media sources, including electronic mail, the Internet and other advancing technology to communicate with MSU Extension personnel and to disseminate information.

<continues>

Making a difference in Montana

REQUIRED QUALIFICATIONS:

- Bachelor's Degree. Preferred areas: youth development, education, or a closely related field of study.
- Successful experience creating and managing educational programs.
- Experience working with youth development or education.
- Demonstrated skill in working with others as individuals and groups, with emphasis on teamwork to accomplish individual or group goals.
- Demonstrated abilities in the areas maintaining effective attention to detail, meeting deadlines, and prioritizing competing demands.
- Demonstrated ability and experience in administering and managing educational programs, including conducting audience needs assessment, program planning, evaluation and reporting.
- Computer literacy as demonstrated in communications, program development, delivery and management.

PREFERRED QUALIFICATIONS

- Extension experience.
- Experience evaluating programs;
- Ability to build innovative teaching and outreach programs
- Record of achievement as an Extension faculty member.

The successful candidate will have excellent communication skills with adults and youth; display an aptitude for problem solving and facilitating the work of others; be able to establish and maintain constructive working relationships with colleagues, contractors and outside collaborators; The successful candidate will also be familiar with multi-cultural and different socioeconomic audiences, have an interest in working with people from diverse backgrounds, and a commitment to the principles of diversity.

Additional Requirement: In accordance with MSU policy, hiring will be conditional upon successful completion of a pre-employment background check.

CONDITIONS AND BENEFITS: This position will be a grant funded, twelve month, professional position with Montana State University Extension. Continuation of the position will depend upon grant funding. Benefits include TIAA-CREF, coverage for health and life insurance, Social Security, Worker's Compensation and Unemployment Compensation. Position will be non-tenure track unless individual hired is already tenured with Montana State University.

GENERAL INFORMATION: This position is administratively responsible to the local Extension Agent and the MSU Extension 4-H Center. For further information regarding the position responsibilities, please contact:

Cody Stone
cstone@montana.edu
(406) 994-3503

APPLICATION PROCEDURE: To apply, submit (a) letter of application addressing, in detail, each qualification listed for position, including which location you are applying for; (b) current resume; (c) names, addresses and phone numbers of 5 professional references; and (d) criminal information sheet and advertising tracking form located on website <http://msuextension.org> to:

Mary Fran San Soucie, HR Coordinator	Phone (406) 994-6648
MSU Extension Service	FAX (406) 994-1756
P.O. Box 172230	E-mail: maryfran@montana.edu
Bozeman, MT 59717-2230	

Application Deadline: Screening of applications begins February 10, 2012, and will continue until a suitable candidate is found.

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/.

Montana State University is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment and strongly encourages applications from female and minority candidates.

Making a difference in Montana