

Our mission – ISU Extension and Outreach builds partnerships and provides research-based learning opportunities to improve the quality of life in Iowa.

Youth Outreach Educator

Position: Youth Outreach Educator
Primary Location: Black Hawk County
Employer: Iowa State University Extension and Outreach – Black Hawk County
Status: Full time, hourly
Reports to: Adriane Carlson, Regional Director

Position Description:

4-H Outreach Coordinator:

This position will work with youth, volunteers, and professionals to plan, implement, and evaluate a progressive series of educational programs and experiences that align with Iowa 4-H's program priorities (Healthy Living, STEM, Citizenship and Leadership, Communication and the Arts).

Positive youth development programs focus on connecting young people with caring adults and involving them over an extended period. Black Hawk County's priorities include extraordinary learning experiences and capacity building for positive youth development in out of school settings.

A. 4-H Outreach Coordination

1. Work with County Youth Coordinator to organize and deliver multi-county 4-H events and activities as available.
2. Facilitate the start-up and continued development of multiple types of **urban** 4-H clubs and experiences.
3. Coordinate, develop and deliver 4-H FarmTime agriculture education program for Waterloo and area elementary schools in partnership with the Black Hawk County Farm Bureau, Waterloo LifeLab, local farmers and agricultural producers
4. Identify individuals and groups whose support is important to the future of the **urban** youth programming and develop mutually beneficial partnerships to reach **underrepresented youth**.
5. Possibility to act as AmeriCorps 4-H Outreach site supervisor. Interview, onboard, train, and mentor AmeriCorps service members. Includes strategically coordinating AmeriCorps 4-H efforts to create sustainable, unique 4-H programs. Requires compliance with 4-H AmeriCorps requirements on performance reporting and time logs.
6. Mentor summer part time staff including the 4-H STEM Assistant and Intern (if applicable). Includes interviewing, onboarding, training and program observation or guidance throughout the term of employment or service.
7. Delegate responsibility and authority according to volunteer strengths and interests.

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8. Coordinate and deliver programming during times children and youth are not in school. This could include before- and after-school hours, teacher workdays, school holidays, summer months, and weekends, including activities for home-schooled youth.
9. Provide support and assistance for youth programs during the Black Hawk County Fair and other events as needed.
10. Builds strong relationships with agency partners which serve children meeting income eligibility guidelines.

B. Required Skills/experience required

1. Participate in regular supervisor conferences and training as scheduled.
2. Decides arrangements for delivering education at partner sites, sets dates and times for classes, collects and organizes educational materials, and maintains high-quality communication with partners.
3. The duties of this position require the ability to keep accurate records, communicate effectively with a variety of people.
4. Promotes 4-H and youth programming benefits and opportunities within the county.
5. Have excellent organizational and logistic skills
6. Ability to work with volunteers
7. Interest in working directly with youth
8. Be a strong team player
9. Demonstrated communication skills for teaching youth and adults
10. Understanding of Iowa's 4-H program

C. Personal Attributes

1. Skilled in customer relations
2. Adherence to ISU Extension and Outreach program policies
3. Flexible attitude and strong goal setting skills
4. Other duties as determined in conjunction with the County Extension Council to meet the mission of Black Hawk County Extension and Outreach and ISU Extension and Outreach

D. Minimum Qualifications

1. Bachelor's in Education, Youth & Leisure Services, Family Services or related field and/or 2 years equivalent experience implementing programming
2. Valid driver's license and access to reliable transportation required to transport materials to EFNEP lessons and 4-H programs (mileage is reimbursable)

E. Position Benefits

1. County paid position with paid time off, health insurance, dental insurance, vision insurance, life insurance and paid holidays, per personnel policy
2. Competitive wages, IPERS eligible

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3. Opportunity for personal growth and career development in a dynamic, positive, educational environment

F. Physical Requirements

Mobility to accomplish position requirements. Unimpeded or corrected vision and hearing for general office work and interpersonal interactions. Ability to meet physical requirements of the position, including lifting/moving at least 35 pounds, use of office equipment, able to work indoors and/or outdoors, sitting, walking and/or standing for 2 or more hours for programs and meetings, able to climb and stand on 4-foot ladder.

G. Other

1. This is a 40 hour per week position with flexibility to include weekends, nights, mornings and other non-school time.
2. Employment pending approval of child protection screening process (including background check and driver record check).
3. 3 references required at time of application.

ISU Extension & Outreach Black Hawk County is an EEO/AA employer