



POSITION VACANCY ANNOUNCEMENT

Academic Coordinator II -- (100 %) Science, Engineering, and Technology (SET) Coordinator California State 4-H Youth Development Program A4H #08-01

CLOSING DATE: To assure full consideration, application packet must be received by December 1, 2008.

THIS POSITION ENDS TWO YEARS FROM DATE OF HIRE WITH THE POSSIBILITY OF EXTENDING DEPENDING UPON FUNDING.

Background Information

The California 4-H Youth Development Program serves more than 120,000 young people throughout the state, in a variety of contexts including community clubs, after-school programs, school enrichment programs, camps, and independent study programs. The program is delivered through county offices, in partnership with a large volunteer network of more than 20,000 people. As part of the University of California Division of Agriculture and Natural Resources, the 4-H Youth Development Program (YDP) supports ANR's mission "to serve California through the creation, development, and application of knowledge in agriculture, natural, and human resources."

This position will provide critical leadership to the Statewide 4-H YDP's response to a national crisis in our next generation's proficiency in science, engineering, and technology. Too many young people do not have basic science literacy career skills necessary to succeed in our increasing technological world. (Only 18% of high school seniors are considered proficient in science; a mere 5% of college undergraduates earn degrees in science and engineering.) California 4-H YDP's SET plan calls for significant and focused programming, staff and volunteer development, and enrolling 150,000 more youth in 4-H SET projects in the next 5 years.

Position Description

The California State 4-H Youth Development Program Office is seeking applicants for the position of 4-H Science, Engineering, and Technology (SET) Coordinator. The 4-H SET Coordinator will be responsible for creating and implementing major program development, volunteer development and curriculum delivery strategies for the 4-H SET

program plan. The 4-H SET Coordinator will connect her/his work to the latest research on SET non-formal youth development programs and curriculum and content delivery, and may collaborate with ANR workgroups, the Center for Youth Development, and other Cooperative Extension offices (nationwide). The 4-H SET Coordinator will also be involved with fundraising strategies and provide guidance in funding and resource development of this program, and will work with the National 4-H Council and the California 4-H Foundation. The 4-H SET Coordinator will work closely with the Director and the State 4-H Steering Committee chairs in implementation of the California State 4-H Youth Development Program's statewide 4-H SET plan.

The 4-H SET Coordinator will work to ensure that all programs and funding plans adhere to the core values of the California 4-H Youth Development Program, which:

- Support the UC/ANR mission and strategic planning assumptions.
- Recognize that ANR professionals provide the youth development framework for volunteers and other cooperators who bring the knowledge, experience, and passion to work with youth in their communities.
- Appreciate, respect, and value diversity through a commitment to inclusion of diverse Californians.
- Respond to local needs within a context of statewide criteria, practices, and priorities for 4-H programming.
- Innovate to maximize impact and resources while not duplicating other youth development efforts.

Responsibilities

- Develop, implement, and provide staff and volunteer development training for the 4-H SET program throughout the state, based on the California 4-H YDP SET plan.
- Develop strategies for attracting new/diverse volunteers/youth to the program.
- Develop and implement 4-H SET training modules to support staff and volunteer effectiveness in attracting and retaining diverse volunteers and youth in the program.
- Create and oversee 4-H SET curriculum development and dissemination.
- Coordinate 4-H SET marketing, communication and outreach with county-based Programs. Respond to inquiries from county-based staff and volunteers, UC and ANR staff, National 4-H Council and CSREES, and others about the California State 4-H Youth Development 4-H SET Program.
- With the State 4-H Director, coordinate efforts to increase visibility and public relations for the California 4-H YDP SET Program.
- Develop strategies for using a variety of technologies to meet program goals (e.g. distance learning, electronic newsletter, etc.)
- Represent the California State 4-H Youth Development Program on various statewide and/or national committees related to the SET initiative.
- Implement outreach efforts to ensure nondiscrimination in program identification and delivery. Promote and encourage maximum participation of

minorities, women and other underserved groups. The Coordinator will promote, in all ways consistent with other responsibilities of the position, the affirmative action goals established by the Division. This will include outreach objectives as a component in planning, implementation, and evaluating program efforts.

Qualifications

- A minimum of a Master's Degree in education, youth or human development, or related field.
- Experience, understanding, and appreciation for non-formal science, engineering, and technology education, inquiry, and science processing skills.
- Experience working with volunteers and providing leadership for volunteer groups.
- A thorough understanding and significant experience dealing with issues of diversity.
- Excellent oral/written communication skills, including the ability to develop and implement presentations/workshops to diverse audiences.
- Strong leadership skills and experience.
- Knowledge of the California 4-H Youth Development Program and experience in one or more of its delivery methods.
- Working knowledge of the California State 4-H Program policies and organizational structures.
- Knowledge of basic technologies, including word processing, e-mail, PowerPoint, the Internet, etc.
- Experience in the educational use of computers, the Internet, and other distance learning techniques.
- Experience in program planning and budget management.
- Experience working collaboratively with a wide variety of stakeholders and developing productive partnerships.
- Experience developing and implementing youth development programs.
- Familiarity and/or experience with multiple strategies of program evaluation.

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.

Salary

The beginning salary range is \$58,224 to \$63,816, salary commensurate with experience and education. **THIS POSITION ENDS TWO YEARS FROM DATE OF HIRE WITH THE POSSIBILITY OF EXTENDING DEPENDING UPON FUNDING.**

For information regarding merit and promotion procedures, see the ANR Administrative Handbook, Series 300, and Section 315 at: <http://danr.ucop.edu/admin-handbook/300>.

Benefits

The University of California offers comprehensive benefits including two days per month paid vacation, one day per month paid sick leave, and thirteen paid holidays per year. A variety of health and dental insurance plans are available, with employer contributions to the premiums. In addition, the University provides basic life and disability insurance, which may be supplemented at group rates. Workers' Compensation Insurance is provided. An excellent UC Retirement System is coordinated with Social Security and optional annuity plans may supplement retirement. Sabbatical and study leaves are also available. For more information, refer to the UC Benefits website at: <http://atyourservice.ucop.edu>.

Interviews

A search committee will review all applications and associated materials, interview candidates, and recommend individuals most suitable for the position. Candidates selected will be asked to come to Davis, California for an interview. Travel expenses for interviews will be reimbursed according to the University of California policy.

How to Apply

To be considered, applicants must submit the following four components of the Application Packet:

1. Cover letter.
2. UC-ANR Academic Application Form—which can be downloaded in PDF or Word format from the ANR website (<http://ucanr.org/jobs.cfm>), including a list of five (5) references.
3. Resume.
4. College Level Transcripts (original transcripts preferred, however, legible photocopies of original transcripts will be accepted).

**To request additional information
and/or to return completed application materials:
Academic Recruiter, ANR—State 4-H Office
University of California, One Shields Avenue
Davis California 95616-8575
Fax (530) 754-8541; email--pkthomas@ucdavis.edu
<http://ca4h.org>**

PLEASE REFER TO POSITION A4H #08-01 IN ANY CORRESPONDENCE

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 1111 Franklin St., 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.