

UTAH STATE UNIVERSITY EXTENSION JOB POSTING

**Position Title**

Site Coordinator, YFP Afterschool - Rich County

Department

Cooperative Extension/Northern Region

Category - Hourly

Part-Time/Full-Time - Less than 100 percent time

College/Unit - Extension

Requisition Number - 051757

Position Summary

Utah State University Extension Rich County Office seeks a qualified individual to play a supportive role in coordinating the 4-H YFP program. Duties include working with middle-school-aged youths and their families in an afterschool setting and during monthly group activities. This is a part-time position without benefits.

Responsibilities

Assist site coordinator in carrying out the following assignments:

1. Recruit, screen, train and support mentors working at South Rich Elementary and Rich Middle School with assistance from county Extension agent and other identified resource persons.
2. Recruit, screen, manage and orientate youths to participate in the program.
3. Work with school officials to obtain consent from parents for youths to participate in both the afterschool and the community-based Family Night Out programs.
4. Match mentors to youths (and families) with assistance from county Extension agent and other resource persons associated with YFP.
5. Work with community-based YFP site coordinator to involve specified youths in both programs as needed.
6. Work with academic counselor to obtain academic and social data for each youth.
7. Manage all data collection related to survey distribution and collection.
8. Submit monthly/quarterly reports.
9. Communicate regularly with the county agent and program assistant as to the progress and needs of the program.
10. Provide supervision to mentors and assist them with working with the youths and their families.
11. Serve as an advocate for the youths and their families in the program.
12. Serve as an ambassador for the program in the community, especially among the Hispanic population.

Minimum Qualifications

High school graduate. Must have good communication and interpersonal skills; excellent organizational skills; experience working with youths; access to transportation to meet with families. Flexible schedule. Experience with and/or desire to work with youths at risk and their family members.

Preferred Qualifications

Background in education-related field; experience working with youths and/or families; prior experience working with mentoring programs; evidence of team-leadership capabilities; 4-H experience, Spanish language skills.

Special Instructions to Applicants

Along with Online application, please attach:

1. A current resume
3. A list of the names and contact information of three references familiar with your work

Required Applicant Documents

- Resume
- References

Optional Applicant Documents

- Cover Letter
- Optional document 1

Review Date

07-06-2009

Position Close Date

Open Until Filled

Salary

Minimum \$10.50 per hour, non-benefited

Percent of Time or Hours per Week

25 percent

About Utah State University

Since its founding in 1888, Utah State University has evolved from a small, agricultural college to one that is nationally and internationally recognized for its intellectual and technological leadership in land, water, space, and life enhancement. As Utah's land-grant and space-grant institution, the university is led by President Stan L. Albrecht and has 850 faculty who provide education for more than 23,000 undergraduate and graduate students, including 7,000 in its continuing education sites located throughout Utah. USU occupies 7,000 acres, 400 of which are on campus, with more than 200 buildings, 63 of which are devoted to academics. USU also has three branch campuses and Extension offices in all of Utah's 29 counties.

With seven colleges, more than 200 majors and 130 research-related classes, Utah State can count four Goldwater Scholars and a Rhodes Scholar among its graduates in the past five years. Student-centered, hands-on learning opportunities are plentiful as Utah State attracted more than \$186 million in research revenue last year. These research dollars, along with stellar faculty mentors, have inspired more than 1,000 students to pursue their own research projects every year.

Located in the city of Logan in northern Utah's Cache Valley, Utah State is 80 miles northeast of Salt Lake City and is within a day's driving distance of six national parks. The surrounding area, including ski resorts, lakes, rivers and mountains, makes Utah State one of the finest recreational environments in the nation. The university is a place of diverse thought, where first-rate cultural offerings provided by talented professors and visiting artists benefit thousands of students and members of the community. It is a safe place that provides a unique living-learning community and is the oldest and largest public residential campus in Utah.

Utah State University is committed to providing an environment free from harassment and other forms of illegal discrimination based on race, color, religion, sex, national origin, age (40 and older), disability, and veteran's status. USU's policy also prohibits discrimination on the basis of sexual orientation in employment and academic related practices and decisions. Utah State University employees and students cannot, because of race, color, religion, sex, national origin, age, disability, or veteran's status, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified. Employees and students also cannot discriminate in the classroom, residence halls, or in on/off campus, USU-sponsored events and activities. This publication is issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Noelle E. Cockett, Vice President for Extension and Agriculture, Utah State University.

