



UNIVERSITY *of* CALIFORNIA

Agriculture and Natural Resources

COOPERATIVE EXTENSION • INYO & MONO COUNTIES

207 W. South Street • Bishop, CA 93514 Tel. (760) 873-7854 Fax (760) 873-7814



POSITION VACANCY ANNOUNCEMENT
University of California Cooperative Extension
Division of Agricultural & Natural Resources

4-H Program Representative II

Location: Headquartered in Bishop, CA.
Assignment covers Inyo and Mono Counties.

Closing Date: To assure full consideration, application materials must be received by June 30, 2008 (Open Until Filled)

Background: Inyo and Mono Counties represent one of the most ecologically diverse regions of North America. Ecosystems range from hyper-arid desert (Death Valley National Park) to alpine environments of the White Mountains and the High Sierras (including Yosemite National Park). However, even though local youth are surrounded by extraordinary landscapes, they still face the challenges that living in a small, rural town can bring, including few opportunities for entertainment and personal development outside of school. In Inyo and Mono Counties, the University of California Cooperative Extension (UCCE) 4-H youth development program is known for providing organized activities and programs that engage local youth in rewarding growth experiences. In return, the region's long standing, traditional agricultural communities highly value, and support, their local 4-H clubs and programs.

Position description: This half-time career staff position coordinates the Inyo and Mono County 4-H program and activities, and develops the adult volunteer leaders. The 4-H Program Representative will work closely with the 4-H Program Council and the office Programs Coordinator at the UCCE Inyo & Mono County office in Bishop, California, to effectively plan and administer 4-H youth development programs. The 4-H Program Representative is supervised by the Inyo and Mono County Director.

Job duties: This position provides leadership, organizational assistance and guidance for the UCCE 4-H Program in Inyo and Mono Counties. Employee will also coordinate with appropriate UCCE regional and statewide staff in planning and delivering educational and research programs in the counties. The employee manages county educational 4-H Youth Development programs that are developmentally age appropriate, research-based, and consistent with University of California philosophy, mission, policies, and procedures. Employee produces a periodic newsletter and press releases as part of outreach efforts to promote awareness of and participation in 4-H programs throughout the counties and coordinates efforts with other local youth development programs (as appropriate).

Basic requirements: Computer & office skills necessary. Knowledge of common computer web browsers, email, and word processing and spreadsheet programs are required.

Additional requirements: Requires excellent oral & written communication and organizational skills, people skills, some travel, some night & weekend work, and some lifting. Must have valid driver's license and automobile insurance. Extensive experience with other youth organizations and/or adult volunteers. Coursework and/or education in agriculture and/or horticulture, and personnel training and management highly desirable. Previous experience with 4-H desired. A background in natural resources or education/outreach is beneficial and relevant.

Salary: \$2889.00/mo. FT and excellent benefits. (The position will be half-time.) The successful candidate will be subject to a background check including fingerprinting.

Benefits: The University of California offers comprehensive benefits including a variety of health, vision, and dental insurance plans, 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 and paid vacation and sick leave is provided. An excellent UC Retirement System is coordinated with Social Security; and optional annuity plans may supplement retirement. Employee-paid automobile insurance is available.

How to apply: Candidates need to complete a UC job application, resume, and cover letter. The UC job application can be downloaded from <http://ceinyo-mono.ucdavis.edu/> or picked up at the office. Mail or drop off the completed UC job application, resume, and cover letter in a sealed envelope to **4-H Representative Selection Committee** c/o Yvonne Wood at the UCCE office at 207 W. South St. Bishop, CA 93514

Please do NOT send Letters of Reference. If you are selected for an interview, the Search Committee will contact the references you listed on the UC-ANR application form. **Application and associated materials will not be returned to the applicant.**

Job Closes: June 30, 2008

For questions or more information, contact: Yvonne Wood, UCCE Inyo and Mono Counties Director, at yawood@ucdavis.edu or call 760/873-7855.

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.