

**CATEGORY:** Education  
**POSITION:** 4-H Program Associate  
**LOCATION:** Trenton, NJ (Mercer County, NJ)

**NATURE & PURPOSE:** This grant funded position reports to the County 4-H Agent, Department of 4-H Youth Development, Rutgers Cooperative Extension of Mercer County. Provides leadership to the community-based 4-H club program of a comprehensive research-based non-formal youth development educational program for Mercer County youth, grades K-13 (one year out of high school). Includes program planning, promotion, implementation and evaluation; utilization of a variety of program delivery modes; recruitment, screening, training, supervision and evaluation of volunteers; program marketing and public relations; supervision of temporary part-time paid staff; securing grants, and other alternate funding streams to expand/enhance educational programs; and support of needs-based programs that target underserved audiences. Expected to actively participate in appropriate departmental, Rutgers Cooperative Extension, School of Environmental and Biological Sciences, University and County administrative functions. Specific responsibilities include: Program Development, Implementation, and Evaluation (including county event implementation, recruitment and community outreach programs), and Volunteer Development and Leadership.

**EDUCATION & EXPERIENCE:** Requires a bachelor's degree from an accredited institution in education, human/youth development, sociology, science, or related field and two years related professional experience after bachelor's degree. Experience or course work in youth development programming, volunteer management, working with diverse audiences, and/or collaboration/coalition building. Experience in managing people and evidence of effective human relations skills. Experience in public speaking and written business-level communication. Demonstrated interpersonal communication skills (oral and written). Experience in working with diverse audience/clientele - evidence of effective human relations skills and sensitivity to the needs of a diverse clientele. Initiative and creativity – ability to start and complete a project with minimal supervision; self-directed. Personal organization skills – the ability to set priorities and manage multiple job tasks. Demonstrated computer skills. (Microsoft Office Suite proficiency) Flexibility – ability to work daytime, evenings and weekends, as needed.

**SPECIAL CONDITIONS:** Valid New Jersey driver's license; ability to successfully complete Rutgers Defensive Driving Course. Selected candidate must agree and authorize the University to conduct a complete background investigation.

Applications will be accepted until July 31, 2009 or until a suitable candidate is found. On-line applications only are being accepted: <http://uhr.rutgers.edu/jobpostings/aps/Detail.asp?id=09-000523>

**EQUAL OPPORTUNITY EMPLOYER:** Rutgers Cooperative Extension, NJAES, Rutgers University, is an equal opportunity employer and seeks to employ the best qualified individual without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, physical or mental handicap or disability, or marital, military, or veteran's status. Individuals covered by Section 503 of the Vocational Rehabilitation Act of 1973 or Section 402 of the Veteran's Readjustment Assistance Act of 1974 may self identify. If you wish to self identify, please do so in the cover letter transmitting your curriculum vitae/resume. Employment eligibility verification required.

To learn more about Rutgers University, NJAES, Rutgers Cooperative Extension and our employment opportunities, visit our websites at: <http://njaes.rutgers.edu/> or <http://uhr.rutgers.edu>

Public Safety Information regarding public safety at Rutgers, The State University of New Jersey is available in the annual security report "Safety Matters." This report may be viewed online at <http://publicsafety.rutgers.edu>.