



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 **August 21, 2009**

**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 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 Volunteer Leaders' 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 UCCE 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 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. Education and/or coursework in agriculture and/or horticulture, and volunteer/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:** Range is \$2889.00/mo. for a full-time position. The position will be half-time (**\$1444.50/mo.**) and comes with excellent benefits. 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 must be completed on-line at <https://jobs.ucop.edu/>. You may attach to the electronic UC job application a copy of your resume and cover letter.

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:** August 21, 2009

**For questions or more information, contact:** Yvonne Wood, UCCE Inyo and Mono Counties Director, at [yawood@ucdavis.edu](mailto:yawood@ucdavis.edu) or call 760/873-7856.

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