



POSITION VACANCY ANNOUNCEMENT

Academic Coordinator II -- (100 %) California 4-H Military Program Director California State 4-H Youth Development Program A4H #09-01

CLOSING DATE: To assure full consideration, application packet must be received by January 30, 2009.

THIS POSITION ENDS ON SEPTEMBER 30, 2009, WITH THE POSSIBILITY OF EXTENSION DEPENDING UPON FUNDING.

THIS IS AN INTERNAL RECRUITMENT TO THE UC DIVISION OF AGRICULTURE AND NATURAL RESOURCES EMPLOYEES ONLY.

Background Information

California is home to approximately 100,000 military children, and ranks number one in highest presence of military youth in the U.S. Connecting national, state, and local community partner programs to military kids is essential in helping serve military families. California is one of 54 Land Grant University Extension Systems that supports the Military Child and Youth Programs worldwide.

The California 4-H Youth Development Program (4-H YDP) partners on three military programs to serve these military youth and their families: *4-H Military Chartered Clubs*, *Operation Military Kids (OMK)*, and *Joint Forces Support Assistance Program (JFSAP)*. This position will provide critical leadership to California military families to expand child, youth, and school programs for military children, and to support lasting partnerships between the University of California Cooperative Extension Service/California 4-H YDP and military personnel at county and installation levels.

Position Description

The California State 4-H Youth Development Program Office is seeking applicants for the position of 4-H Military Program Director. The 4-H Military Program Director will be responsible for providing overall direction for implementation of U.S. military multi-faceted cooperative programs with USDA Cooperative States Research Education and Extension Service (CSREES). This multifaceted program is designed to work with all of the branches of the military (Army, Air Force, Navy, Marine, Coast Guard, National Guard, and Reserve) in California to address child and youth development issues, to include health and well being, personal and social competence, cognitive and education competence, preparation for work, leadership, and citizenship. The 4-H Military Program Director will report directly to the ANR California State 4-H Program Director.

The 4-H Military Program Director 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.
- Comply with all applicable federal and state laws and regulations, and all University policies regarding Affirmative Action, including prohibition of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, physical or mental disability, age, veteran status, medical condition (as defined in Section 12926 of the California Government Code), ancestry or marital status.
- Promote, in all ways consistent with the other responsibilities of the position, accomplishment of the Affirmative Action goals established by the Division.
- Take all measures necessary to assure that any employees or volunteer workers supervised by this position fulfill their Affirmative Action responsibilities.
- 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 strategic planning for the 4-H Military Partnership Program (4-H Military Chartered Club Program, Operation Military Kids Program, and Joint Forces Support Assistance Program) throughout the state, referencing existing national policies and procedures.
- Maintain regular communications with national collaborators: Army/Air Force, Navy 4-H Specialists, National OMK Coordinator, National JFSAP Coordinator, National 4-H Headquarters staff, and other state 4-H Military Liaisons.
- Work closely with the state 4-H YDP office to integrate the 4-H YD military program into existing statewide 4-H YD programs.
- With the State 4-H Director, coordinate efforts to increase visibility and public relations for the California 4-H Military Partnership Program.
- Establish and maintain a statewide advisory team drawn from multiple sources, including UCCE, the military, and community partners.
- Develop strategies for state and local community partners, including the 4-H YDP, to work with military youth from active installations on and off post.
- Coordinate California 4-H Military Partnership Program marketing, communication and outreach for national, state, regional, and local partners, including UC and CE staff, National 4-H Council and CSREES, and all branches of the military.
- Provide overall direction for core project mandates by USDA to work with military youth in California communities: youth advisory groups, technology integration for communication with military family members, support services for military youth, and youth life skills training programs.
- Develop, modify, and conduct reporting systems for state and national program leaders on a monthly, quarterly, and yearly basis.

- Monitor project budget and provide recommendations to national leaders about best utilization of funding.
- Prepare and submit proposals for general and additional funding to support and expand all three programs on a yearly basis.
- Develop evaluation tools for measuring program impact.
- Supervise, instruct, and conduct performance evaluation for ~5 employees.

Qualifications

REQUIRED

- A minimum of a Master's Degree in education, youth development, business, or public administration.
- Excellent oral/written communication skills, including the ability to develop and implement presentations/workshops to diverse audiences.
- Strong documented leadership skills is essential.
- Understanding and appreciation for the military community, as well as a thorough understanding and significant experience dealing with issues of military deployment is required. A working knowledge of military youth programs is essential.
- Knowledge of the California 4-H Youth Development Program and experience in one or more of its delivery methods is required.
- Knowledge of basic technologies, including word processing, e-mail, PowerPoint, the Internet, etc. is required, as well as the educational use of computers, the Internet, and other distance learning techniques is required.
- Experience working collaboratively with a wide variety of stakeholders and developing productive partnerships is required, as well as developing and implementing youth development programs.
- Demonstrated experience with staff selection, orientation, supervision, and performance evaluation is required.

PREFERRED

- Working knowledge of the California State 4-H Program policies and organizational structures is preferred.
- Experience in program planning and budget management is required, as well as grant writing. Experience with federal reporting systems is preferred.
- Familiarity and/or experience with multiple strategies of program evaluation is highly desirable.
- A record of accomplishment in a collaborative educational program is highly desirable.

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 SEPTEMBER 30, 2009, WITH THE POSSIBILITY OF EXTENSION 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 #09-01 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.