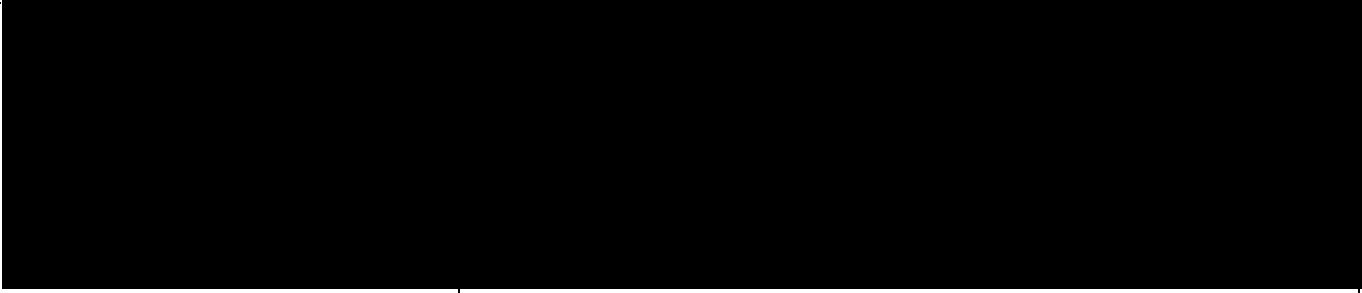


CSU Extension Job Description Template		
Employee Name Kaye Kasza	Supervisor's Name Jean Justice	
Primary County/Area of Responsibility (home base) Southeast Area/Bent County	Title of position (check all that apply),  <input type="checkbox"/> Program Associate <input type="checkbox"/> Extension Agent <input checked="" type="checkbox"/> Area Extension Agent <input type="checkbox"/> Regional Specialist <input type="checkbox"/> Other _____  <input type="checkbox"/> with County Director responsibilities <input type="checkbox"/> with Area Director Responsibilities	
Program Area(s) of Responsibility: (check all that apply) <input checked="" type="checkbox"/> Family and Consumer Science <input type="checkbox"/> Agriculture <input type="checkbox"/> Horticulture <input type="checkbox"/> Natural Resources <input checked="" type="checkbox"/> 4-H Youth Development <input type="checkbox"/> Sustainable Community Development  Emphasis area (ie. Nutrition, Agronomy) Family Economics		
Multi County Cluster (list counties) South East Area: Baca, Bent, Cheyenne, Crowley, Kiowa, Otero, Prowers		
Program Area(s) of Responsibility within Cluster Family and Consumer Sciences, Family Economics and 4-H Youth Development		
Position Summary (brief statement of the overall function and purpose of the position)  The purpose of this position is to provide leadership and direction to the Family and Consumer Science programs in Family Economics, Nutrition and Health, and Food Safety in the Southeast Area, and to the 4-H Youth Development program in Bent County.		
Job Responsibilities/Specific Duties (please list in bullet form in order of your time commitment to each duty. Include responsibilities that require 5+% of your time). Expand this space as necessary. (Note: start all bullets with a verb.)	% of Time	
<ul style="list-style-type: none"> <li>Work with Extension professionals in the SE Area and Colorado to plan, implement, evaluate and report programming efforts that address important issues on multi-county basis in family economics, nutrition and health and food safety.               <ul style="list-style-type: none"> <li>Participate in the family economic stability work team</li> <li>Participate in the nutrition and food safety work teams as associate member</li> <li>Collaborate with community partners to increase impact of programming</li> </ul> </li> </ul>	55	
<ul style="list-style-type: none"> <li>Work with Extension agents in SE Area to plan, implement, evaluate and report programming efforts in youth development               <ul style="list-style-type: none"> <li>Coordinate and deliver area/regional training and events related to the 4-H FCS projects for agents, leaders, volunteers, and judges.</li> <li>Assist with volunteer development through leader training in the area</li> <li>Assist with 4-H FCS competitive event(s) in the area and state</li> <li>Organize, coordinate and implement traditional club program activities in Bent County in cooperation with Youth Development Agent</li> </ul> </li> </ul>	35	
<ul style="list-style-type: none"> <li>Foster effective communication between Colorado State University personnel and</li> </ul>		

<p>community leaders</p> <ul style="list-style-type: none"> <li>○ Connect with community partners including county health department, social services, school districts, and local non-profits</li> <li>○ Continue open and frank conversations with Bent County Commissioners</li> <li>○ Contribute articles to the Southeast Area Quarterly Report</li> <li>○ Write “Get to Know SE Area Extension” articles for local media outlets</li> <li>○ Work closely with the Southeast Area Advisory Committee</li> <li>○ Assure compliance with civil rights and diversity programming to all demographics within the SE Area</li> <li>○ Contribute to garnering external funding including grants, user fees, and gifts.</li> </ul>	10
<p>Additional characteristics to be considered in order to be successful in multi-county efforts (availability of technology, distances, terrain, availability of high speed internet, population, ethnic and economic diversity, specialties of others in your cluster, etc.). (optional)</p> <p>The SE Area covers 11 percent of total acreage in Colorado. The area is primarily rural; agriculture is the base of our economy. Large parts of our Area have spotty mobile phone service and slow internet connection speed. However, the availability of technology has increased over recent years with increased access to better internet connections.</p> <p>Minority and gender data is altered by three correctional facilities within the Area.</p> <p>Our agents have expertise in agriculture, family and consumer sciences and youth development. Each member has strengths complementing the other agents, thus offering the entire SE Area clientele access to complete Extension programming.</p>	
	
<p>NOTE: Copies of this approved job description to be provided via email to immediate supervisor, regional director, and Assistant Director , Operations.</p>	