

**COMMUNITY
RESOURCE
INFORMATION**

8/18/2021

Shawnee County 4-H Youth Development Extension Agent



Lead dynamic youth and volunteer development extension programs in Shawnee County, KS.

Apply online using our [application site](#). For more information visit ksre.ksu.edu/jobs.

POSITION DESCRIPTION AND RESPONSIBILITIES

TITLE:

Extension Agent

PRIMARY AREA OF RESPONSIBILITY:

4-H Youth Development

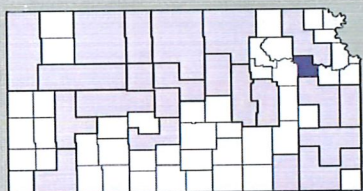
APPLICATION DEADLINE:

Wednesday, August 25, 2021

Interviews held on September 23, 2021

LOCATION:

Office located in Topeka, KS



The Shawnee County Extension office is located in Topeka, the capitol city of Kansas. Their staff consists of six agents, two program assistants, two full-time office professionals, one part-time office professional and four nutrition educators. Shawnee County has a rural and urban population of over 176,000 residents and is home to six school districts.

Shawnee County has 11 4-H Clubs with 350 Community Club Members. Additionally, their 4-H program reaches over 5,000 youth with in-school programs. 4-H Agents have responsibilities in Event Coordination, 4-H Promotion and Volunteer Management, as well as direct Youth Development education.

Extension agents are professional educators who serve as a link between Kansas State University and communities across Kansas. Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

- Lead the development, implementation, and evaluation of a comprehensive 4-H youth development program for school-aged youth in cooperation with local residents and extension colleagues. The primary focus of this position is youth development, adult volunteer development, youth education program development, expanding partnerships, and participation and membership growth. Programming will include but is not limited to: supporting community clubs, out-of-school programs, school enrichment, volunteer management, and outreach to create new program opportunities with existing and new community partners.
- Supervise a 4-H Program Assistant, in cooperation with the Shawnee County Extension Director.
- Programming will include these steps:
 - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water, community vitality, health, developing tomorrow's leaders and global food systems) by engaging with program development committees and other community organizations and professionals.
 - Design appropriate educational strategies to engage clientele. These strategies might include delivering educational programming in a community-based setting, coordinating events and activities that provide experiential learning opportunities, using innovative technologies, providing individual educational consultations and facilitating groups seeking similar educational outcomes. Some overnight travel and evening and weekend work will be required.
 - Develop and implement strategies to expand the reach of educational programming to under-served audiences and to make certain K-State Research and Extension is an equal opportunity provider of educational programming.
 - Collect and communicate evidence of educational program impact.
 - Develop specialized knowledge and skills by engaging as a member of the Youth Development Program Focus Team.
- Secure external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming.
- Serve as a member of the Shawnee County team cooperating in the planning and delivery of county-wide programming and related events.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Academic coursework and/or professional development and professional employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance as documented by college transcripts, acceptance into a graduate program or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
- Leadership skills as evidenced by working with individuals, groups and co-workers.

OTHER QUALIFICATIONS

- Applicants must be currently authorized to work in the United States at the time of employment.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

PREFERRED QUALIFICATIONS

- Master's Degree.
- Experience working with adults and youth from various ethnic and socio-economic backgrounds.
- Commitment to personal professional development.
- Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
- Ability to design, promote, implement and evaluate educational programs.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience in seeking and administering external grant funding.
- Ability to communicate effectively with both English and Spanish learners.
- Experience with volunteer recruitment and management

SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT:

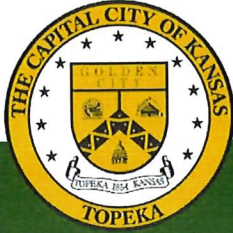
- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board and the applicant. The base starting salary is \$43,000 for a BS degree with no professional experience and \$47,000 for a MS degree with no professional experience.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. There is a 30-day waiting period for health insurance. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents are provided approximately 15 days of new agent professional development on the K-State campus or online during their first six to nine months. These 15 days are spread out in four different weeks. In addition, new agents spend at least three weeks with a mentor agent during the first year.
- Tuition assistance is available to full-time employees and their spouse/dependents.

LEARN MORE ABOUT WORKING WITH K-STATE RESEARCH AND EXTENSION:

- Hear [personal accounts](#) from Extension Agents.
- Visit the [K-State Research and Extension](#) website.
- Contact Jennifer Wilson, Leader of Extension Operations via email (jrwilson@ksu.edu) or phone ([785-532-5790](tel:785-532-5790)) with questions about this position.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of Kansas State University not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled or protected veterans. It is also the policy of Kansas State University to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the company will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.



CITY OF TOPEKA

City Communications
City Hall, 215 SE 7th Street
Topeka, KS 66603

Tel: 785-368-0991
www.topeka.org

For Immediate Release

Contact for further information: Molly Hadfield, Director of Media Relations 368-0991,
mhadfield@topeka.org

Thursday, August 12, 2021

2021 Citizen Satisfaction Survey

TOPEKA, KS – The City of Topeka will be conducting its 2021 Citizen Survey from August 15th through September 30th. The survey will be administered digitally through the nationally recognized ETC Institute via phone, mail and the Internet.

ETC will mail the survey and a City-approved project description letter to a random sample of households. Residents will be provided two convenient opportunities to respond: an online link that will be included in the letter and a postage-paid return envelope.

Seven to 10 days after the surveys are mailed, ETC will follow-up with households that received the survey via e-mail and/or phone; the firm's goal is to achieve a minimum of 400 completed surveys. A sample of 400 will provide the City results that have a margin of error of +/-4.9 percent at the 95 percent level of confidence. ETC consultants will monitor the distribution of the sample to ensure that it reasonably reflects the demographic composition of the City with regard to age, geographic dispersion, gender, race/ethnicity and other factors.

The survey will compile resident feedback on a wide variety of City programs and services and gather respondent information.

"The City of Topeka Satisfaction Survey is a great tool to help staff identify what we are doing well, along with identifying opportunity for improvement and helping the city to identify budget priorities," said City Manager Brent Trout. "Citizen engagement is incredibly important and has previously helped the city to strategically invest in our city and improve our quality of life."

Survey findings will be presented to the Governing Body in November and posted on the City of Topeka website.

Established in 1982, ETC Institute is a Kansas-based company that has administered surveys in more than 700 cities and counties nationwide throughout the previous five years. The firm is a national leader in market research for local governmental organizations and, since its founding,



CITY OF TOPEKA

City Communications
City Hall, 215 SE 7th Street
Topeka, KS 66603

Tel: 785-368-0991
www.topeka.org

For Immediate Release

Contact for further information: Molly Hadfield, Director of Media Relations 368-0991,
mhadfield@topeka.org

Thursday, August 12, 2021

2021 Citizen Satisfaction Survey

TOPEKA, KS – The City of Topeka will be conducting its 2021 Citizen Survey from August 15th through September 30th. The survey will be administered digitally through the nationally recognized ETC Institute via phone, mail and the Internet.

ETC will mail the survey and a City-approved project description letter to a random sample of households. Residents will be provided two convenient opportunities to respond: an online link that will be included in the letter and a postage-paid return envelope.

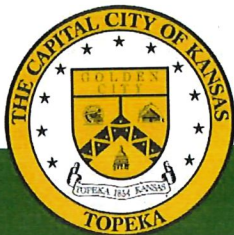
Seven to 10 days after the surveys are mailed, ETC will follow-up with households that received the survey via e-mail and/or phone; the firm's goal is to achieve a minimum of 400 completed surveys. A sample of 400 will provide the City results that have a margin of error of +/-4.9 percent at the 95 percent level of confidence. ETC consultants will monitor the distribution of the sample to ensure that it reasonably reflects the demographic composition of the City with regard to age, geographic dispersion, gender, race/ethnicity and other factors.

The survey will compile resident feedback on a wide variety of City programs and services and gather respondent information.

"The City of Topeka Satisfaction Survey is a great tool to help staff identify what we are doing well, along with identifying opportunity for improvement and helping the city to identify budget priorities," said City Manager Brent Trout. "Citizen engagement is incredibly important and has previously helped the city to strategically invest in our city and improve our quality of life."

Survey findings will be presented to the Governing Body in November and posted on the City of Topeka website.

Established in 1982, ETC Institute is a Kansas-based company that has administered surveys in more than 700 cities and counties nationwide throughout the previous five years. The firm is a national leader in market research for local governmental organizations and, since its founding,



CITY OF **TOPEKA**

City Communications
City Hall, 215 SE 7th Street
Topeka, KS 66603

Tel: 785-368-0991
www.topeka.org

has completed research projects for clients in 49 states, including surveys, focus groups and stakeholder meetings.



Public Transit Bus Operators

Enjoy a rewarding career providing public transit service to our community!
Topeka Metro is accepting applications for full-time Bus Operators to provide safe, professional, and courteous public transit service.

Minimum Qualifications:

- Customer oriented with the ability to provide exceptional customer service and communicate effectively and courteously.
- Demonstrate a professional, pleasant, and helpful demeanor towards the public.
- Must be able to exercise sound judgment.
- Ability to memorize routes, transfer points, fare structures, and work with all bus technology.
- Ability to understand and follow verbal and written instructions and comply with safety and traffic rules, regulations, policies, and procedures.
- Reliable and flexible with the ability to work various shifts M-F and every Saturday.
- Ability to obtain a KS CDL with air brake and passenger endorsements within two weeks of hire date.
- Steady work history with previous experience.
- Must maintain an excellent driving record.
- 21 years of age with a HS diploma/GED.

Applicants must satisfactorily pass a background check, pre-employment drug screen, post offer functional employment test, and DOT medical exam. Topeka Metro offers excellent benefits and is a KPERS employer.

Download an application & characteristic survey at WWW.TOPEKAMETRO.ORG
and submit by mail, e-mail, or in person.

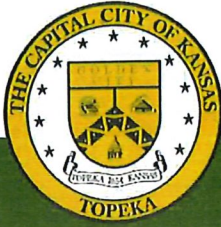
Topeka Metro
201 N. Kansas Ave.
Topeka, KS 66603

E-mail: resumes@topekametro.org

Applications will be accepted until the positions are filled. Drug Free Workplace and EOE.

First two-weeks of training:	\$14.23/hr.
After two-weeks of training:	\$17.79/hr.
6 months:	\$18.90/hr.
12 months:	\$20.02/hr.
18 months:	\$21.12/hr.
24 months:	\$22.24/hr.

Please contact HR with any questions (785) 730-8613 or tmiller@topekametro.org



CITY OF TOPEKA

City Communications
City Hall, 215 SE 7th Street
Topeka, KS 66603

Tel: 785-368-0991
www.topeka.org

For Immediate Release

Contact for further information: Molly Hadfield, Director of Media Relations 368-0991,
mhadfield@topeka.org

Tuesday, August 17, 2021

COVID-19 Basic Needs Assistance Program

TOPEKA, KS – \$400,000 in funding has been added to the COVID-19 Basic Needs Assistance Program for mortgage relief. In 2020 the City of Topeka Housing Services Division created COVID-19 assistance programs to help with basic needs for people who have been negatively impacted by COVID-19. These federal dollars have been and continue to be a great resource to the individuals struggling in Topeka. The City of Topeka has helped 612 individuals who reside in 476 households since the program started, of those people 42.8% are minorities.

Applications for the Basic Needs Assistance Program were accepted beginning on December 1st, 2020. 476 applications have been approved so far with \$1,322,847 in funds having been paid. 96% of the original funds have been committed and expensed for an average of \$2,779 per approved household.

"\$400,000 in additional funds for mortgage assistance will greatly help those in our community who are struggling to keep their homes. We are focused on helping those most vulnerable people negatively affected by COVID" said Corrie Wright, Division Director of Housing Services.

The Operation COVID-19 Basic Needs Assistance Program is a foreclosure/eviction mitigation and utility prevention shut-off program created by the City of Topeka and administered by the Community Resources Council. An additional \$400,000 in CARES Act funds has been made available to qualified applicants to help cover mortgages. The program is by appointment only and applicants must be city residents, have COVID related outstanding bills after March 2020 and make no more than 100% of area median income. Appointments can be scheduled over the phone from 8:00 a.m. to 5:00 p.m. Monday through Friday by calling (785) 233-1365. If the line is busy, leave your name and phone number and CRC staff will call back to schedule an appointment.

More information on the COVID assistance programs can be found on the City of Topeka website.
<https://www.topeka.org/neighborhoodrelations/housing-services/covid-assistance-programs/>

You can view the full report on the COVID Assistance Programs here: <https://cot-wp-uploads.s3.amazonaws.com/wp-content/uploads/planning/HSRptJan2021.pdf>



Shawnee County Health Department

Shawnee County Health Department
Teresa Fisher, Director
2600 SW East Circle Dr., Topeka, KS 66606
Ph. 785.251.5600 | Fax 785.251.5696
www.shawneehealth.org

FOR IMMEDIATE RELEASE
08/16/2021

CONTACT: Craig Barnes
Division Manager/PIO
Office (785) 251-5612
Mobile (785) 806-6310

MEDIA RELEASE

Additional Dose of COVID-19 Vaccine Authorized by KDHE for Immunocompromised Individuals

Topeka, Kan. – On Friday August 13, 2021 the Kansas Department of Health and Environment (KDHE) announced that Kansas providers may now administer an additional dose of the Moderna and Pfizer-BioNTech COVID-19 vaccines to individuals who are moderately or severely immunocompromised and have already been vaccinated with a primary series of Pfizer or Moderna vaccines. The booster dose should be at least 28 days after completion of that series. Booster doses are NOT approved for individuals who received the Janssen (Johnson & Johnson) vaccine.

The additional COVID-19 vaccine dose is recommended for people who are moderately or severely immunocompromised due to a health condition or medical treatment. This includes the following:

- Active treatment for solid tumor and hematologic malignancies
- Receipt of solid-organ transplant and taking immunosuppressive therapy
- Receipt of CAR-T-Cell or hematopoietic stem cell transplant
- Moderate or severe primary immunodeficiency
- Advanced or untreated HIV infection
- Active treatments with high-dose corticosteroids, alkylating agents, antimetabolites, transplant related immunosuppressive drugs, cancer chemotherapeutic agents classified as severely immunosuppressive, TNF blockers and other biologic agents that are immunosuppressive or immunomodulatory

The Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP) emphasized that this applies only to those who are moderately to severely immunocompromised and does not apply to pregnant individuals, all residents of Long Term Care Facilities, or those with chronic medical conditions unless they are also deemed to be moderately or severely immunocompromised.

Documentation of qualifying conditions is not a requirement. The vaccine recipient may self-attest and will be required to sign an attestation document. Vaccine recipients are also asked to bring their CDC vaccination card documenting their original vaccine series.



Shawnee County Health Department

Shawnee County Health Department
Teresa Fisher, Director
2600 SW East Circle Dr., Topeka, KS 66606
Ph. 785.251.5600 | Fax 785.251.5696
www.shawneehealth.org

COVID-19 vaccines are available at the Shawnee County Health Department (SCHD) via walk-in appointments during the following afternoon business hours at the SCHD – Immunization Clinic; 2115 SW 10th Ave:

1:00 – 4:00pm: Monday, Tuesday, Thursday, Friday
2:00 – 4:00pm: Wednesday

The SCHD continues to strongly encourage residents to protect themselves by getting a COVID-19 vaccine. Many opportunities continue to exist in the community and can be found on SCHD's Vaccine [webpage](#) or through the CDC's Vaccine [tool](#). In addition, organizations and groups can request a SCHD-sponsored COVID-19 vaccine clinic by completing this [survey](#). Questions regarding COVID-19 vaccine can be sent to CovidVaccine@snco.us.

Children must be accompanied by a parent/guardian and everyone entering the building over the age of 2 is required to wear a mask. If accommodations are needed due to a medical condition please call 785.251.5700.

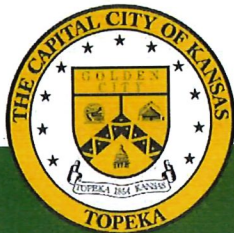
As a reminder, human coronaviruses like the one that causes COVID-19 are most commonly spread through coughing and sneezing, personal contact like shaking hands, and touching a surface with the virus and then touching your eyes, nose or mouth. There are simple steps everyone can take to help prevent spreading them:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Wear a mask that covers both mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid crowded areas.

###

Shawnee County Health Department is committed to working in partnership with our community to promote and protect the optimal health of all people by bridging gaps to eliminate health inequities, respecting the diversity of our community, through adaptive and innovative processes.

Follow us on Facebook, Twitter, Instagram and YouTube



CITY OF TOPEKA

City Communications
City Hall, 215 SE 7th Street
Topeka, KS 66603

Tel: 785-368-0991
www.topeka.org

For Immediate Release

Contact for further information: Molly Hadfield, Director of Media Relations 368-0991,
mhadfield@topeka.org

Tuesday, August 10, 2021

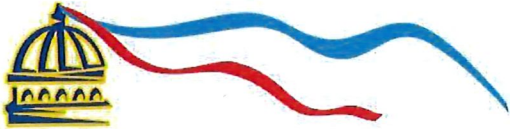
City of Topeka Utilities WaterShare Program

TOPEKA, KS – WaterShare is a partnership between the City of Topeka, Doorstep, Let's Help, and the Salvation Army. This program helps hundreds of Topekans avoid a water service shut-off when they are struggling and have trouble paying their water utility bill. You can help your neighbors today by donating as little as \$1 each month or by simply giving a one-time donation.

The WaterShare program (previously referred to as Round Up Program) was introduced in 2000 as a means of facilitating convenient monthly charitable donations. Since its creation, the WaterShare program has helped approximately 3,000 City of Topeka Utilities customers. For those who enroll in the program, the donation amount of their choosing will appear on their monthly water bill and all funds collected are distributed to Doorstep, Let's Help and the Salvation Army to select eligible recipients and administer all funds. 100% of donations will go directly towards helping Topekans in need.

There are three quick and easy ways to start donating.

1. Fill out the short online form at <https://www.topeka.org/utilities/watershare/>
2. Call 785-368-3111 and speak to one of our customer service representatives
3. Fill out and return the short form which will be included with your August statement



TOPEKA
METRO

Maintenance Technician IV

Topeka Metro is accepting applications for a full-time Maintenance Technician IV to perform entry-level inspections and routine maintenance as required on bus fleet vehicles and provide building and ground maintenance for all Topeka Metro properties.

Minimum Qualifications:

- Knowledge and ability to perform service work including, but not limited to fueling, checking/replenishing fluid levels, tire pressures, chassis, and body.
- Ability to perform facility and grounds maintenance including but not limited to mowing, snow removal, minor facility repairs and painting.
- Ability to operate all equipment necessary for the completion of assigned duties.
- Possess and maintain an inventory of hand tools necessary for the position.
- Ability to obtain a Class B CDL with air brake and passenger endorsements.
- Steady work history with mechanical experience.
- HS diploma/GED.

The shift for this position is Tuesday-Friday 12:15 p.m. – 7:15 p.m. and Saturday 6:30 a.m. - 7:00 p.m. with pay of \$20.27/hour. Topeka Metro offers great benefits and is a KPERS employer. Applicants must satisfactorily pass a background check, pre-employment drug screen, post offer functional employment test, and DOT medical exam.

Download an application & characteristic survey at TOPEKAMETRO.ORG & submit by mail, e-mail, in person or fax. Applications accepted until position is filled.

Topeka Metro
201 N. Kansas Ave.
Topeka, KS 66603

E-mail: resumes@topekametro.org
FAX: (785) 233-3063

Drug Free Workplace and EOE.

Please contact HR with any questions (785) 730-8613 or tmiller@topekametro.org

Mobile Food Pantries for the week of August 15th

Wednesday

West Side Baptist Church, 1008 SW 4th St
3:30 p.m. – 5:30 p.m. - Must show proof of residency

Thursday

Apostolic Church, 2420 SE Bellview
5:50 p.m. – 7:30 p.m.

Friday

Avondale East, 455 SE Golf Park Blvd.
3:00 p.m. – 4:00 p.m.

Saturday

St. John African Methodist, 701 SW Topeka Blvd.
9:00 a.m. – 10:00 a.m.

Eastside Church of God, 2724 SE 10th
11:00 a.m.

Bread of Life, 234 SE Lime
12:30 p.m. – 1:30 p.m.



JOIN THE TOPEKA FAMILY SUPPORT CENTER FOR OUR

Open House

September 10, 2021

1:00 PM-4:00 PM

Catholic Charities of Northeast Kansas

Topeka Family Support Center

234 South Kansas Ave.

Topeka, KS 66603

Our Family Support Center is fully open once again to serve the Topeka community!

Join us for a come-and-see Open House. Informational presentations will be made at 1:30, 2:30, and 3:30 PM.

Refreshments will be available for all visitors.

We serve our neighbors, of all faiths,
through *Help, Hope, and Hospitality.*





**TOPEKA
METRO**

Safety & Training Supervisor

This position is responsible for (1) training and retraining personnel and the public, (2) composing, disseminating, and providing oversight of agency safety and security policies, and (3) providing support to the Operations Supervisors and the Chief Operations Officer in the delivery of safe, courteous, and quality transportation services to the public.

Minimum Qualifications:

- Excellent time management and organizational skills.
- Possess strong analytical and decision-making skills, particularly in emergencies.
- Excellent interpersonal, oral, and written communication skills with an emphasis on providing safety and motivational training to various size groups of employees and passengers.
- Demonstrate strong multi-tasking skills and be proactive.
- Proven knowledge of safety training practices, federal, state, and local regulations applicable to transit operations.
- Ability to demonstrate thorough knowledge of company policies, procedures, and union contract provisions.
- Ability to demonstrate thorough knowledge of routes, bus stops, timetables, and operator assignments.
- Excellent technical and business writing skills.
- Possess skills in accident and incident investigation procedures.
- Proficient in computer skills and ability to use Microsoft Office applications and other transit technology.
- Possess a general understanding of the Americans with Disabilities Act guidelines.
- Knowledge of the operation of all safety and communication equipment.
- Knowledge and skill level to drive a wide array of buses, trucks, and sedans.
- Must have and maintain a valid KS CDL with air brake and passenger endorsements or must be able to obtain and maintain one upon offer of job.
- College Degree or five (5) years of safety, training, or supervisory experience or some combination of coursework and experience.
- Certified Director of Safety and/or Certified Safety Professional designation or equivalent experience as well as previous transit safety experience preferred.

Applicants must satisfactorily pass a background check, pre-employment drug screen, post offer functional employment test, and DOT medical exam. Topeka Metro offers an excellent benefit package and is a KPERS employer.

Submit cover letter, resume, three (3) references, and an applicant characteristic survey to:

Topeka Metro

201 N. Kansas Ave. Topeka, KS 66603

E-mail: resumes@topekametro.org

Website for survey: www.topekametro.org

Resumes will be accepted until the position is filled. Drug Free Workplace and EOE.

Please contact HR with any questions (785) 730-8613 or tmiller@topekametro.org