

K-State Research and Extension Frontier District serves Anderson, Franklin, and Osage Counties in Eastern Kansas. The extension unit has offices in Garnett, Lyndon, and Ottawa. The Frontier District Board provides the salary and benefits for this full-time position. The position is supervised by the Frontier District Director and the District 4-H Youth Development Agent with support provided by the District Extension Agents.

DESCRIPTION

The 4-H Program Manager in consultation with the Frontier District 4-H Youth Development Agent and in coordination with the other district 4-H Program Managers, will be responsible for coordinating and managing the organization and functioning of the 4-H youth development program in the Frontier District.

RESPONSIBILITIES

- Present a positive, professional, and inviting impression of the Frontier District and K-State Research and Extension while interacting with the public and performing responsibilities.
- Establish and maintain effective working relationships with co-workers, program participants, and appropriate community partners.
- Coordinate and manage 4-H clubs, youth programs, events, and activities in cooperation with the 4-H Youth Development Agent, other 4-H Program Managers, local 4-H Council, volunteers, and the 4-H Youth Development Program Committee.
- Recruit and promote 4-H club membership and participation and maintain and organize supplies and resources for volunteers and 4-H members.
- Recruit, enroll, screen, provide orientation, support, and train local volunteers to serve as chaperones, leaders, teachers, and event managers. Act as the primary contact for local program volunteers.
- Utilize the local 4-H Council and 4-H volunteers to design, develop, coordinate, and evaluate 4-H events and activities to meet local needs.
- Serve as a liaison between the Frontier District and the county fair board to collaboratively implement 4-H events and activities in alignment with the local county fair and Kansas 4-H Policy.
- Advise and facilitate the overall functioning of the local 4-H Council.
- Manage and ensure availability of 4-H enrollment systems and databases. Ensure accuracy and use of the local 4-H data and evaluation systems.
- Assist in the management of financial and in-kind resources including collecting and recording fees, keeping financial records, and preparing reports as directed. Manage the financial accountability of local 4-H organizations and clubs.
- Provide an equal opportunity for each youth participant, including upholding Kansas 4-H Policy and regulations.
- Encourage and support youth participation in local, county, district, regional, state, national and international opportunities. Represent the Frontier District as an event chaperone as assigned.
- Keep sensitive information in a confidential manner. Process and distribute sensitive and public information with respect to K-State Research and Extension's workplace ethical considerations in a professional manner.
- Other duties to support the education and outreach of K-State Research and Extension and the Frontier District.

K-State Research and Extension is an equal opportunity provider and employer.

QUALIFICATIONS

Required

- Experience in a youth development organization (as a member, volunteer, leader, paid staff member, or some combination)
- Ability to communicate effectively, both verbally and in writing, with individuals, groups and through mass media
- Leadership as evidenced by working with individuals, groups, or co-workers
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license
- Currently authorized to work in the United States

Preferred

- Bachelor's degree in education, youth development, sociology, or related field
- Experience working with adults and youth from various ethnic and socio-economic backgrounds
- Self-motivated and ability to work with minimal supervision, balancing multiple projects
- Ability to design, promote, implement, and evaluate educational programs
- Skills in group facilitation and knowledge of adult and youth teaching/learning processes

SALARY, BENEFITS AND WORKING HOURS

Salary and Working Hours: This is a full-time, salaried position, exempt under the Fair Labor Standards Act. Some evening and weekend work is required. Salary commensurate with professional experience and available funding as negotiated by the District Extension Board and the applicant. The base starting salary is \$35,575. Pay periods are semi-monthly.

Retirement: The employee will be enrolled KPERS (Kansas Public Employment Retirement System).

Health Insurance: The Frontier District Board provides a \$300.00 monthly benefit stipend. Payment will be added to the semi-monthly wage check and is taxable.

Holidays and Leave: Paid holidays are in accordance with the Frontier District Holiday Schedule as approved by the Frontier District Board. Sick leave is accumulated one day per month. Vacation leave is accumulated monthly and starts at 12 days per year. Bereavement leave, court leave, and Family Medical Leave Act (FMLA) benefits are available to the employee. Additional questions about benefits for this position can be directed to Rebecca McFarland, District Director.

Cell Phone Allowance and Mileage: The Frontier Extension District Board will provide a cell phone allowance to the employee because access to and use of a personal cell phone is a requirement to complete the responsibilities of the position. Reimbursement for authorized travel expenses will be made by the Frontier District, approved, and supervised by the District Director. The reimbursement rate is the same as the official State of Kansas travel rates.

APPLICATION PROCEDURE

Screening will continue until the position is filled. To apply, submit a cover letter, resume, and application to Rebecca McFarland, District Director, at rmcfarla@ksu.edu. Email subject: "4-H Program Manager Application".

For more information, contact Rebecca McFarland, District Director, 785-229-3520, or rmcfarla@ksu.edu. For more information about the Frontier District, visit <https://www.frontierdistrict.k-state.edu/>.