

K-State Extension Frontier District serves Anderson, Franklin, and Osage Counties in Eastern Kansas. The extension unit has offices in Garnett, Lyndon, and Ottawa. The 4-H Youth Development Program Manager (hereinafter Program Manager), in consultation with the Frontier District 4-H Youth Development Agent and in coordination with the other District 4-H Youth Development Program Managers, will be responsible for coordinating and managing the organization and functioning of the 4-H youth development program in the Frontier District. The Program Manager is responsible for recruiting, screening, and training volunteers, as well as planning, conducting, and evaluating 4-H events and activities. The Frontier District Board provides the salary and benefits for this position, and the 4-H Program Manager reports to the District 4-H Youth Development Agent and Frontier District Director.

RESPONSIBILITIES

- Present a positive, professional, and inviting impression of the Frontier District and K-State Extension while interacting with the public and performing responsibilities.
- Coordinate and manage 4-H clubs and youth programs, events, and activities in cooperation with the local 4-H Council, volunteers, and 4-H Youth Development Program Development Committee.
- Research, plan, prepare, teach, instruct, and evaluate youth development programs such as specialized pilot youth programs, school enrichment programs, after-school programs, and youth leadership programs in coordination with the District 4-H Youth Development Agent.
- In coordination with the 4-H Youth Development Agent and Communications and Marketing Manager, ensure effective 4-H Youth Development Program communications.
- Coordinate youth participation in regional, state, national, and international opportunities in cooperation with the 4-H Youth Development Agent.
- Participate in 4-H Youth Development program training and updates to remain current in youth development research, 4-H programming, risk management, delivery methods, and program policies.

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 skills as evidenced by working with individuals, groups, or co-workers
- Ability to utilize electronic communication and computer applications to fulfill programming responsibilities

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- 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 and maintain a valid driver's license

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
- Commitment to personal professional development
- Self-motivated and able to work with minimal supervision, balancing multiple projects
- Ability to design, promote, implement, and evaluate educational programs
- Skills in group facilitation skills
- Knowledge of adult and youth teaching/learning process

SALARY, BENEFITS, AND WORKING HOURS

Salary: This is a full-time, salaried position, exempt under the Fair Labor Standards Act. Salary commensurate with professional experience and available funding as negotiated by the District Extension Board and the applicant. Pay periods are semi-monthly.

Working Hours: Work outside of the normal 8:00 am – 5:00 pm work hours, including some evenings and weekends, is required. Work is performed on the employer's premises or at designated assignment locations.

Retirement: The employee will be enrolled in the Kansas Public Employees Retirement System (KPERs).

Health Insurance: Health insurance is available. A thirty-day waiting period begins on the first day of employment.

Holidays and Leave: Paid holidays are in accordance with the Frontier District Holiday Schedule as approved by the Frontier District Board. Sick leave is accrued at the rate of one day per month. Vacation leave is accumulated monthly and starts at 12 days per year. Additional questions about the benefits of this position can be directed to Rebecca McFarland, District Director.

Other: Cell phone allowance and mileage reimbursement for travel while on official duty

APPLICATION PROCEDURE

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

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