

**Application Procedures for hiring a
Frontier Extension District 4-H Program Manager**

- Title:** Frontier Extension District 4-H Program Manager
- Location:** The 4-H Program Manager will be housed at the Frontier Extension District office in Lyndon, Kansas.
- Application Due:** Return application, cover letter and resume to Rebecca McFarland, 1418 South Main, Suite 2, Ottawa, KS 66067 or email to rmcfarla@ksu.edu by December 8, 2021. Position start date is January 3, 2022.
- Responsibilities:** The 4-H Program Manager is a full-time salaried position. Overnight travel and evening and weekend work will be required.
- Qualifications:**
- Bachelor’s degree in education, youth development, sociology or related field
 - Significant experience in youth development organization (as a member, volunteer, leader, paid staff member, or some combination).
 - Ability to communicate effectively both verbally and in writing.
 - Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver’s License.
- See “4-H Program Manager Job Description” at <http://www.frontierdistrict.ksu.edu>
- Benefits of position:**
- Starting annual salary of \$35,575.00 commensurate with experience
 - Annual leave – 8 hours/month
 - Sick leave – 8 hours/month
 - 9 designated paid holidays
 - KPERS Retirement Plan
- How to Apply:**
- Your application must include the “Application for Employment” which can be found at <http://www.frontierdistrict.ksu.edu>, a cover letter and resume.