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.

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.

K-State Research and Extension, Frontier District #11 is an equal opportunity provider and employer.