

Full-time 4-H Program Manager

Position Description

K-State Research and Extension – Frontier District

DEADLINE TO APPLY: Wednesday, December 8, 2021, 5:00 pm

Application Materials: To be considered for this position, an APPLICATION, COVER LETTER AND RESUME ARE **REQUIRED**. Please send to Rebecca McFarland, District Director at rmcfarla@ksu.edu.

Supervisor: The 4-H Program Manager is supervised by the District Director and the 4-H Youth Development Agent.

Location: Frontier Extension District, Lyndon office, 128 West 15th.

Position Description Summary: The 4-H Youth Development Program Manager in consultation with the Frontier Extension District 4-H Youth Development Agent and in coordination with the other District 4-H Program Manager, will be responsible for coordinating and managing the organization and functioning of the 4-H youth development program in the Frontier Extension District. The Program Manager is responsible for recruiting, screening and training of volunteers, and the planning, conducting, and evaluating of 4-H events and activities. This position is a full-time, salaried position, exempt under the Fair Labor Standards Act. Evening and weekend work is required. Benefits include: Kansas Public Employees Retirement System (KPERs); paid vacation and sick leave; cell phone allowance; and Frontier District observed holidays.

General Duties: 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. The primary focus of this position is youth development, specifically in the areas of club management, development and support, volunteerism, support for projects, leadership programs, and youth engagement in regional, state and national opportunities. The selected candidate will be expected to provide programs that are researched-based and designed for diverse audiences and include a variety of educational delivery methods. The Program Manager must be able to work as part of a 4-H team including one 4-H Youth Development Agent, one other 4-H Program Manager, one 4-H office professional, and staff in the local office.

Knowledge, Skills and Abilities required of the Program Manager: Evidence of excellent interpersonal and communication skills with youth and adults required. Experience or skills in 4-H, youth development, or families; and teaching methods and leadership qualities to organize people and programs is preferred. The Program Manager must possess appropriate computer and general technology skills.

The Program Manager must exhibit sound decision-making and problem-solving skills as they are responsible for planning and organizing educational and leadership programs. Facilitation of decisions at youth events may require some consultation with the Frontier District 4-H team, District Director, the 4-H Program Development Committee, and/or the Frontier Extension District Board. The Program Manager must work cooperatively with the District 4-H Youth Development Agent, other 4-H Program Manager, and with support provided by the District Extension Agents, to develop and implement effective 4-H youth development educational programs in all subject matter areas appropriate for project interest. Youth work is focused on working with individuals and groups. The Program Manager must possess appropriate interpersonal skills to interact with external clients.

Supervision Received: The District Director, in conjunction with the 4-H Youth Development Agent, the 4-H Program Development Committee and Extension District Board, provide guidance as to program needs and opportunities. The 4-H Program Manager is expected to identify effective educational strategies to accomplish program needs. The Extension Board reviews goals and objectives and accomplishments at regular scheduled meetings. The District Director conducts a formal performance evaluation annually.

Supervision Exercised: The Program Manager will work with other District, and State 4-H Youth Development staff to recruit, screen, train, and supervise volunteers to conduct the 4-H program.

Qualifications:

Required-

- Bachelor's degree
- Academic coursework and/or professional development and professional employment related to the position responsibilities
- 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.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Preferred

- 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-motivated and ability to work with minimal 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.

Other

- Applicants must be currently authorized to work in the United States at the time of employment.

SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT

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.

Reimbursement for cell phone usage and travel related expenses related to achieving program objectives.

The work is primarily sedentary and will be performed at a desk in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

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