

K-State Research and Extension -River Valley District #4

Title: District 4-H Program Manager

Position Description Summary: The 4-H Program Manager will work as an Extension District team member to plan, develop, implement and measure the impact of effective educational programming in 4-H and Youth Development. The Program Manager is responsible for recruitment, screening and training of volunteers, and the planning, conducting and evaluating of 4-H events and activities. They support the other Extension programming within the district as approved by the 4-H Youth Development agent and the District Extension Director. Position will be assigned to an office within the district at the discretion of the Governing Board. This agreement begins January 1 and ends December 31 with no provision for continuing employment, tenure or other permanent employment. This position is a full-time, hourly, nonexempt position subject to the provisions of the Fair Labor Standards Act and the River Valley District Policy. Occasional evening and weekend work required. Benefits include: Kansas Public Employees Retirement System (KPERS); health, dental, and vision insurance through the State Employee Health Plan Non-State Group; paid vacation and sick leave; cell phone allowance; and State of Kansas observed holidays as per the River Valley District Policy.

General Duties: Provide general support to the 4-H program including camps, activities and events, county fair, state fair, youth leadership development and other functions as determined by staff. Assist with the development of 4-H club membership and 4-H volunteer expansion.

Promote, coordinate, support and deliver After School, 4-H School Enrichment, 4-H SPIN Club, 4-H Community Club, and 4-H Project Club programs.

Work with the 4-H Youth Development agent, the 4-H Program Development Committee and other K-State Research and Extension professionals to implement the 4-H Youth Development Action Plans.

Work toward improving personal competencies through in-service seminars, webinars, workshops and conferences. Assume committee assignments, reporting responsibilities, and other special assignments as requested at the district or university level. Perform other job related duties as assigned by the 4-H Youth Development agent. Participate in district, area, or state activities as assigned by the 4-H Youth Development Agent or the District Governing Board. Measure and report impacts of extension related programming.

Moderate physical activity is required including lifting and carrying of supplies for educational programming.

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 with experience in preparing communications and newsletters preferred.

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 4-H Youth Development agent, the District Extension Director, the 4-H Program Development Committee, and/or the Extension Board.

The Program Manager must work cooperatively with district Extension agents to plan, develop and implement effective 4-H youth development educational programs in all subject matter areas appropriate for project interests in the River Valley Extension District. 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 4-H Youth Development Agent and District Director, in conjunction with the 4-H Program Development Committee and the Extension 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 4-H Youth Development Agent in conjunction with the District Director conducts a formal performance evaluation annually. Most routine program problems are to be resolved by the 4-H Program Manager; although difficult interpersonal issues, funding, or complex operational problems could be reviewed with the 4-H Youth Development Agent and the District Director.

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

Minimum Qualifications/Requirements: High School diploma with Extension 4-H or youth development experience required. Demonstrated computer and general technology skills are necessary. Excellent communication/interpersonal skills are essential. Responsibilities require some evening and weekend work, travel inside and outside the district, and some overnight trips outside the district. A valid Kansas Driver's License is required and a cellphone with texting is a workplace requirement. Must sign a confidentiality agreement and possess the ability to handle sensitive information in a confidential manner. A background screening is part of the hiring process.

Preferred Qualifications: Baccalaureate degree in Youth Development, Family Studies, Education, or related areas preferred. Experience or skills in 4-H, Youth and Families, teaching methods; leadership qualities to organize people and coordinate programs and events; and demonstrated excellence in verbal and written communication is preferred.

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