

K-State Extension – River Valley District #4

Position Title: District 4-H Program Manager – Washington County, Kansas

Position Summary

The 4-H Program Manager serves as a member of the River Valley Extension District team, planning, developing, implementing, and evaluating educational programming in 4-H Youth Development. This position is responsible for guiding 4-H families through the 4-H year; recruiting, screening, and training volunteers; as well as planning, conducting, and evaluating 4-H events and activities.

The Program Manager supports additional Extension programming within the district as approved by the 4-H Youth Development Agents and the District Extension Director.

This is a full-time, hourly, nonexempt position subject to the Fair Labor Standards Act and River Valley District Policy. The employment agreement runs from January 1 through December 31, with no provision for continuing employment, tenure, or permanent status. Occasional evening and weekend work is 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
- State of Kansas observed holidays (per River Valley District Policy)

General Duties

- Provide general support to the 4-H program, including camps, activities, events, county fair, state fair, youth leadership development, and other functions as determined by staff.
- Assist with development and expansion of 4-H club membership and volunteer recruitment.
- Promote, coordinate, support, and deliver After School programs, 4-H School Enrichment, 4-H SPIN Clubs, 4-H Community Clubs, and 4-H Project Clubs.
- Work with 4-H Youth Development Agents, the 4-H Program Development Committee, and other K-State Extension professionals to implement 4-H Youth Development Action Plans.
- Measure and report the impacts of Extension-related programming.
- Participate in district, area, and state activities as assigned.
- Complete committee assignments, reporting responsibilities, and special projects at the district or university level as requested.
- Pursue professional growth through in-service seminars, webinars, workshops, and conferences.
- Perform other job-related duties as assigned by the 4-H Youth Development Agents.

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

Knowledge, Skills, and Abilities

- Strong interpersonal and communication skills with youth and adults.
- Ability to organize people, programs, and events effectively.
- Sound decision-making and problem-solving skills.
- Ability to work cooperatively with district Extension agents to plan and deliver youth development programs in subject matter areas aligned with project interests in the River Valley Extension District.
- Ability to handle sensitive information with discretion and confidentiality.
- Proficiency in general computer and technology applications; experience preparing communications and newsletters is preferred.

While most routine program matters are handled independently, complex interpersonal, funding, or operational issues may require consultation with the 4-H Youth Development Agent, District Extension Director, or the Extension Board.

Supervision Received:

The 4-H Youth Development Agents and District Extension Director, in conjunction with the 4-H Program Development Committee and the Extension Board, provide guidance on program needs and priorities. The Program Manager is expected to identify and apply effective educational strategies to meet those needs. A formal performance evaluation is conducted annually by the 4-H Youth Development Agent and District Director.

Supervision Exercised:

The Program Manager works with District, Area, and State 4-H Youth Development staff to recruit, screen, train, and supervise volunteers who deliver 4-H programming.

Minimum Qualifications

- High school diploma with experience or education in 4-H or youth development.
- Demonstrated computer and general technology skills.
- Excellent communication and interpersonal skills.
- Valid Kansas driver's license.
- Personal cellphone with texting capability (workplace requirement).
- Ability to work evenings and weekends, travel within and outside the district, and complete occasional overnight travel.
- Ability to sign a confidentiality agreement and successfully complete a background screening.

Preferred Qualifications

- Bachelor's degree in Youth Development, Family Studies, Education, or a related field.
- Experience in 4-H, youth development, or family programming.
- Experience with teaching methods and coordinating programs or events.
- Demonstrated strength in verbal and written communication.

Compensation

Hourly wage ranges from **\$15.00 to \$20.00**, depending on education and experience.

Application Procedure

Submit a cover letter and resume with three references to Wade Reh, River Valley Extension District Director, 213 S. 12th Street, Clay Center, Kansas 67432 or wreh@ksu.edu by Sunday, March 29, 2026. Interviews will be the afternoon of April 2, 2026. You can contact Wade at 785-632-5335 or wreh@ksu.edu with questions.

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