Full-time 4-H Program Manager
Position Description
K-State Research and Extension-Sedgwick County

DEADLINE TO APPLY: Monday, September 7, 2020, 5:00 p.m.

Application Materials: To be considered for this position, an APPLICATION, COVER LETTER AND RESUME ARE REQUIRED. Please send to Jennifer Brantley, Extension Director at brantley@ksu.edu.

Supervisor: The 4-H Program Manager reports to the county Director. The county extension board provides compensation.

Location: Sedgwick County Extension Education Center, 7001 W. 21st St. N., Wichita, KS

Position Type: Full-time, 40 hours per week.

Position Description Summary: The 4-H Program Manager will work as an Extension 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. This position supports other Extension programming as approved by the Extension Director. This position is a full-time, hourly, nonexempt position subject to the provisions of the Fair Labor Standards Act and the Sedgwick County Extension Policy. Occasional evening and weekend work required. Benefits include: Kansas Public Employees Retirement System (KPERS); $300 monthly allocation for health insurance; paid vacation and sick leave; cell phone allowance; and Sedgwick County observed holidays as per the Sedgwick Extension Council Policy.

General Duties: Lead the development, implementation, and evaluation of a comprehensive 4-H program for school-aged youth in cooperation with local residents and extension colleagues. The primary focus of this position is youth development, specifically in the areas of club management, development and support, volunteerism, support for projects, leadership program, shooting sports, and youth engagement in state/national events. The selected candidate will be expected to provide programs that are research-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, two part-time program assistants, and one office professional in the county to oversee delivery of 4-H educational programs.

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 Sedgwick County 4-H team, Extension Director, the 4-H Program Development Committee, and/or the Extension Board.

The Program Manager must work cooperatively with Extension agents to plan, develop and implement effective 4-H youth development educational programs in all subject matter areas appropriate for project interests. 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 Extension 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 Extension 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 Extension Director.

**Supervision Exercised:** The Program Manager will work with other County, 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
- Evidence of strong academic and/or professional performance as documented by college transcripts, acceptance into a graduate program or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
- Leadership skills as evidenced by working with individuals, groups and co-workers.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver’s license.

**Preferred:**
- Master’s degree
- 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-motivation and ability to work with a minimum of 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.
- Experience in seeking and administering external grant funding.

**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 local extension board and the applicant. The base starting salary is $41,500 for a BS degree with no professional experience and $45,500 for a MS degree with no professional experience.

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

This 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 – Sedgwick County is an equal opportunity provider and employer. A criminal background check is required.