

Full-time 4-H Program Manager

Position Description

K-State Research and Extension-Sedgwick County

Application Materials: To be considered for this position the following are required:

- Cover letter addressing qualifications for the position
- Current resume
- 3 – 5 professional and/or personal references (name, phone number, email, and relationship to applicant)

Please email a complete packet to Jennifer Brantley, Extension Director at brantley@ksu.edu.

Screening of applications begins immediately and continues until position is filled.

Supervisor: The 4-H Program Manager reports to the 4-H Agent and County Director. The county Extension Council 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 will assist the 4-H Agent in all areas of 4-H youth development including out-of-school programs, school enrichment, and outreach to create program opportunities with new and existing partners. This position will also assist with traditional 4-H community and project clubs, including working with livestock programs, and events such as 4-H Days, statewide trips, the Sedgwick County Fair, and the Kansas State Fair. This position will also be an essential team member for volunteer management, membership growth, fundraising, and community partnership expansion.

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, one part-time Program Assistant, and one Office Professional in the county to oversee delivery of 4-H educational programs. The candidate will be open to working outside of traditional hours to attend evening meetings and weekend events occasionally as the need arises.

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 a large volunteer base and programs is preferred. The Program Manager must possess appropriate computer and general technology skills with experience in preparing communications and newsletters preferred. Experience in social media post creation and management are a plus.

The Program Manager must exhibit sound decision-making and problem-solving skills, as they are responsible for planning and organizing educational and leadership programs. The Program Manager must work cooperatively with the 4-H Agent and Youth Development team 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 and positive interpersonal skills to interact with volunteers and external clients. A Program Manager should be flexible, motivated, and passionate about working with youth and serving the community. Fundraising skills and experience at writing simple grants are a plus.

Supervision Received: The 4-H Agent and County Extension Director, in conjunction with the 4-H Program Development Committee and the Extension Board, provide guidance for program needs and opportunities. The 4-H Program Manager is expected to identify effective educational strategies to accomplish program needs. The Extension Director conducts a formal performance evaluation annually. Most routine program problems are to be resolved by the 4-H Program Manager

with direction from the 4-H Agent; although difficult interpersonal issues, funding, or complex operational problems could be reviewed with the County Extension Director.

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

Qualifications:

Required-

- High school diploma is required
- 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 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.
- Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Preferred-

- Associates degree or higher in any field relevant to job duties is preferred.
- Experience working with adults and youth from various ethnic and socio-economic backgrounds.
- Commitment to personal professional development and growth.
- Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.
- Ability to design, promote, implement and evaluate educational programs.
- Past management of 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

This 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. Expected starting wage range: \$16-\$19/ hour. Benefits include: Kansas Public Employees Retirement System (KPERs); \$450 monthly allocation for health insurance; paid vacation and sick leave; mileage reimbursement; cell phone allowance; and Sedgwick County observed holidays as per the Sedgwick Extension Council Policy.

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.