Meadowlark Extension District 4-H & Youth Program Manager

Description:

The 4-H & Youth Program Manager position will be responsible for coordinating and managing the organization and functioning of the full range of the 4-H youth development program in our Seneca office. This person will be supervised by the District 4-H Youth Development Agent with support provided by the District Extension Agents housed in the office where this position is assigned. This position will be a full time salaried position. Evening and weekend work with over night stay is assumed to complete the requirements of this job. Benefits will be offered with this position and will include: health insurance, KPERS (Kansas Public Employees Retirement System), Annual and Sick Leave.

Responsibilities:

In Consultation with the Meadowlark Extension District 4-H and Youth Development Agent:

1. Coordinate and manage 4-H club and youth programs
    *serve as the first point of contact for the program
    *recruit and promote 4-H club membership and participation
    *manage the finances and accountability of county 4-H organizations and clubs
    *maintain supplies of 4-H resources for volunteers and 4-Hers
    *assist in implementing strategies for retaining new 4-H families
    *ensure availability and accuracy of the local 4-H data
    *implement and incorporate curriculum for S.E.T.(Science, Engineering and Technology) standards in the District 4-H and Youth Program.
    *provide leadership and coordination of technology outreach for all District Extension Youth programing

2. Coordinate and manage 4-H and Youth events and activities
    *implement and manage the 4-H program at the county fair and/or other annual showcases in coordination with the District 4-H Youth Development Agent, District Office Professional and District Extension Agents
    *implement plans, in coordination with the District Extension Agents and District Office Professional and volunteers for 4-H events and activities such as club days, 4-H fairs and camps
    *coordinate, teach and evaluate 4-H events and activity programs such as: specialized pilot youth programs, after school programs and youth leadership programs in coordination with the District 4-H Agent and District Extension Agents
    *work with the 4-H Council and 4-H Youth Development program development committee
    *initiate and plan youth leadership opportunities

3. Oversee Volunteer Roles and Contributions
    *recruit, enroll, screen, support, train and assist in teaching volunteers
    *act as first point of contact for volunteers for training, teaching and work direction
    *adapt, implement, teach and evaluate volunteer training
    *promote, coordinate and encourage youth and adult participation in volunteer training
    *enhance efforts to reach new and diverse volunteer audiences

4. Ensure effective 4-H and Youth Development program communications and revenue generation
*promote and market 4-H youth development activities
*write, edit and solicit materials for newsletters, mailings and electronic media
*generate revenue where appropriate

5. Coordinate youth participation in regional, state, national and international opportunities in cooperation with the District 4-H and Youth Development Agent.

6. Participate in 4-H Youth Development program training and updates to remain current in youth development, 4-H programing, delivery impact and program policies

General Qualifications:

High school graduate or equivalent education required with evidence of higher education course work attained in education, youth development or a related field or significant experience in direct youth development organization work in S.E.T. and Technology related education (as a member, volunteer, leader, paid staff member or some combination) preferred. Access to reliable transportation, liability insurance and a valid Kansas drivers license for job related travel. Moderate physical activity is required including lifting and carrying of supplies for educational programming. Ability to keep sensitive information in a confidential manner. Evening and weekend work with some overnight stay is assumed to complete this job. Word processing, email and internet skills. Receptiveness to receiving instruction and being a team player is essential. Must successfully complete a pre-employment background check and driving record check following the offer of employment.

Selection Criteria:

Excellent verbal and written communication skills, special interest in working with adults and youth and willingness to serve as a role model for youth. Demonstrated leadership in carrying out educational programs. Basic understanding of the Kansas 4-H and Youth development program and its educational mission is desired. Experience coordinating events and educational activities. Experience preparing material for newsletters and other communications. Ability to represent the Seneca office of the Meadowlark Extension District and K-State Research and Extension in a professional manner.

Suggested Salary:

Starting salary is negotiable and will be based on previous work experience and educational background.

To apply provide the following:
*Letter of application
*Application (provided) or use the following web link:
http://www.ksre.ksu.edu/Employee_Resources/doc7617.ashx
*Completed Applicant Information Profile (provided) or use the following web link:
http://www.ksre.ksu.edu/Employee_Resources/doc1577.ashx
*Resume
*Proof of academic course work beyond high school
*Names and contact information of three references (none from family members or relatives)

Return all application materials directly to the Meadowlark Extension District Director, 1500 Community Drive, Seneca, KS 66538 by Friday, February 28, 2014 or until the position is filled.