

(4-H Youth Development)
POSITION ANNOUNCEMENT
West Virginia University Extension Service

Position Title: Mason County Extension Agent

Assignment Location: Point Pleasant, West Virginia

Closing Date: August 15, 2012

Brief Description:

Mason County is in the western part of the state located northwest of Charleston and about 76 miles southeast of Columbus, Ohio. Its northern and western boundary is the Ohio River which is the West Virginia state border with Ohio. It was formed in 1804 from Kanawha County. The county is named after George Mason (1725-1792), a Virginia planter, legislator, and constitutional theorist who authored the Constitution of Virginia during the American Revolutionary War era.

It is rural with a present territory of 433 square miles and a population (in 2010) of 25,326. Its county seat and major city is Point Pleasant (pop. 4,350), located on the Ohio River in the western center of the county at the mouth of the Great Kanawha River. Major employment is in health care and social assistance, manufacturing, retail, fossil fuel electric and hydroelectric power generation and distribution, finance and professional, and water transportation. General medical and surgical hospital employment is at least one-fourth of those employed in health care and social assistance. Most manufacturing employment is in the making of basic chemicals, plastics, and resin products. There is also much manufacturing employment in the making of primary metals and fabricated metal products. There is noticeable economic activity and some employment in manufacturing wood pallets and containers. There is some notable growing of wheat, but major agricultural production is in corn, dairying, eggs, forage, raising horses, and soybeans.

Major Responsibilities:

This position is primarily responsible for 4-H youth development programming in Mason County. In this assignment, the agent will also be expected to ensure access to and provide oversight of programs in the areas of families and health promotion, and to assist in the areas of community resource development and agriculture and natural resources. This position will be assigned to the Extension 4-H Youth Development Program Unit for administrative purposes. The successful candidate will be responsible for assessing the needs of Mason County citizens and developing a comprehensive Extension program to meet those needs. Major responsibilities include:

- Evaluate local needs and determine appropriate subject matter and teaching methods relevant to Mason County communities.
- Integrate research-based knowledge into the development and implementation of Extension programs.
- Support statewide initiatives, such as camping, volunteer management, reaching underserved audiences, health promotion, family strengthening, community leadership development, and literacy.
- Recruit, train, and develop a management program for a diverse audience of volunteers.
- Conduct research and evaluate the results of teaching, research, and service in terms of

measurable impacts and outcomes.

- Serve on a multi-county program team and support statewide program initiatives of the 4-H Youth Development Unit such as curriculum, camping, literacy, volunteer management, and reaching the underserved.
- Conduct teaching and public service programs in identified priority areas.
- Enhance youth programs through involvement of youths and volunteers in a variety of educational experiences such as 4-H clubs, special-interest groups, camps, youth agriculture programs, and literacy programs such as Energy Express.
- Develop leadership capacity among community volunteers to support Extension programs.
- Develop effective collaborative programs with Extension faculty in neighboring counties to provide a broad array of integrated, multi-county programs.
- Serve as an adviser to the Mason County 4-H Leaders Association, and a teen leader organization.
- Serve as advisor to Mason County Community Education and Outreach Service (CEOS) local clubs and overall county-wide program.
- Support statewide family and health initiatives such as diabetes education, food safety, elder care, and child care.
- Build community support through a diverse and effective network of agencies, businesses, and civic groups to sustain relevant and high-impact Extension programs.
- Develop financial and in-kind resources to support priority program initiatives.

Qualifications:

- Master's degree from an accredited institution of higher education is required.
- At least one degree in a field relevant to families and youth including education.
- If the required master's degree is not in the specified academic field, applicants may qualify with any master's degree plus three years of work experience in the field of youth development.
- Documented evidence of success in providing leadership for community-based youth and adult programs is required.
- Documented evidence of ability to use research skills, assess needs, evaluate programs, and conduct applied research related to area of placement.
- Documented experience in volunteer management, supervision, and resource development.
- Candidate must possess skills in group facilitation, team building, and conflict resolution.
- The successful candidate will be able to demonstrate strong interpersonal skills, as well as proficiency in oral and written communication, teaching ability, and computer skills.

Special Requirements:

- Ability to pass a criminal background check.
- Ability to meet travel demands of position (occasional overnight stays), such as 4-H youth camps, conferences, professional development session/trainings.
- Required to take and pass the WVU Driver's Safety Training exam.
- Willingness to work flexible work hours including some nights and weekends.
- Ability to lift and carry materials needed to conduct trainings and perform duties of the position.
- Willingness to research and write regular topical articles for newspapers, newsletters, and websites in collaboration with WVU Extension Service Communications.

Salary:

- Salary range for position is \$40,000 to \$43,000.
- Salary will be commensurate with professional qualifications.
- This is a 12-month, full-time, tenure-track position with the West Virginia University Extension Service.
- Appointment is subject to the approval of the Mason County Extension Service Committee.

Benefits:

- 401k Retirement program with employer matching
- Annual leave (24 days annually)
- Sick leave (18 days annually)
- Paid holidays (12+ days annually)
- Workers' Compensation
- Optional benefits:
 - Group Health, Life, and Accident insurances
 - Disability Insurance
 - Optional pre-tax benefits:
 - Child care
 - Dental care
 - Supplemental retirement programs
 - Vision care
- Tuition waiver (6 possible credit hours per semester)
- Travel expense reimbursement
- Moving expense reimbursement
- Several additional programs and privileges

Application Process:

If you meet the stated requirements and would like to be considered for the position, all of the following information must be received **no later than 11:59 p.m. Eastern Time** on the closing date:

- A cover letter indicating the position that you are applying for and outlining experience and qualifications.
- Resume or curriculum vitae of academic training and professional experience of all academic work using the suggested format that could include the following information:
 - Date(s) of employment
 - Supervisor(s) names
 - Contact information
- A list of three references (including address, e-mail, and phone and fax numbers) who can reflect on your professional strengths.
- All application material must be in **electronic submissions in ONE File (includes cover letter, Resume or Curriculum vitae and References) in Word format by 11:59 p.m. eastern time** on the closing date or you will not be considered for the position.
- **Transcripts:** undergraduate and graduate **showing degrees conferred** (unofficial copies will be accepted. No fax accepted. Hard copies by mail or electronic copies only.)
- Send to EHRRecruitment@mail.wvu.edu.
- **NOTE:** All application material must be received by closing date or you will not be considered for the position.

For inquiries, call:

West Virginia University Extension Service
P.O. Box 6031, Morgantown, WV 26506-6031
Phone 304/293-4555; Fax 304/293-4565

Social Justice:

The incumbent in this position is responsible for fulfilling the legal and moral mandates of appropriate laws and University policies regarding civil rights compliance, the Americans with Disabilities Act, and related social justice issues.

Equal Employment Opportunity:

West Virginia University is an Equal Opportunity Employer and applicants will be considered solely on the basis of individual qualifications and merit and without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Minorities, persons with disabilities, females, and other protected class members are encouraged to apply.

Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise as necessary.

Visit our website at www.ext.wvu.edu for additional information about West Virginia University and the WVU Extension Service.

West Virginia University is the recipient of an NSF ADVANCE award for gender equity.

Special Notice:

Upon completion of the application and screening process, a candidate will be presented to the County Extension Service Committee for their consideration. Final placement of the agent in the county is subject to the approval of the County Extension Service Committee.