

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

**POSITION TITLE:** Extension Specialist – 4-H Youth Development Unit  
Volunteer Development & Management

**POSITION LOCATION:** Jackson's Mill, Weston, West Virginia

**SCREENING WILL BEGIN: April 3, 2013**

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**Brief Description:**

West Virginia University Extension Service programs rely on a well trained group of volunteers to assist in the delivery of its signature programs in 4-H, Families and Health, Agriculture and Natural Resources and at Jackson's Mill State 4-H Camp. This position will provide administrative leadership for volunteer development and management to all WVU Cooperative Extension (WVUES) volunteers with an emphasis on the 9,000 volunteers currently involved with the 4-H program in the state. The specialist will provide overall leadership in the development of WVUES volunteer policies and procedures.

**Major Responsibilities:**

**Volunteer Development**

- Train WVUES faculty and staff, campus colleagues and key partners to educate and empower volunteers to assume service and leadership roles within the policies and guidelines of the University.
- Serve as a resource for timely and relevant information for Extension volunteer programs (e.g. 4-H Youth Development, Community Education Outreach Service (CEOS), Master Gardeners)
- Develop and maintain appropriate training curricula and other written and web-based support materials for all WVUES volunteers.

**Volunteer Management**

- Working with WVUES faculty and staff, provide the administrative leadership for the recruitment, selection, screening, training, supervision, evaluation, discipline and recognition of WVUES volunteers.
- Provide clear communications regarding policies and guidelines related to volunteerism.
- Provide leadership for the review process for WVUES volunteers including: working closely with WVUES HR, providing guidance and direction for handling of issues related to discrepancies found in the screening process with Extension staff.
- Provide coordination and leadership for systematic volunteer training in the 4-H youth development program area for regional and statewide trainings, as well as webinars.
- Maintain and keep current a volunteer management policy manual

- Responsible for ensuring accessible volunteer contact databases exist which identify all WVUES volunteers.
- Maintain a volunteer recognition system and support regular volunteer training. Provide tips and best practice suggestions to volunteer managers for recognition (including IRS regulations regarding recognition).
- Seek and acquire external funding through grants and donations to support volunteer resources, staffing and programs.
- Provide content for an enhanced web presence for all WVUES volunteer opportunities and resources to support their role as a WVUES volunteer or volunteer manager.
- Keep faculty, staff and volunteers current regarding state and national legislation, as well as all needs, issues and trends in volunteer management and prepare situational data as a basis for program development.
- Provide leadership and support to faculty, staff, volunteer managers and volunteer groups regarding all fiscal, tax exemption, youth protection and risk management policies and regulations.
- Provide leadership and management of a group of volunteers who support educational programs and facilities at Jackson's Mill State 4-H Camp (Historical, STEM and literacy programs, leadership initiatives, hospitality, asset maintenance and development)
- Involve Extension colleagues, faculty, clientele groups and others in identifying educational program priorities in volunteer management.
- Develop statewide strategic initiatives that enhance the use of volunteers and effective management of volunteers
- Provide regular updates on WVUES volunteerism issues and developments to program leaders, field faculty and staff, specialists, advisory groups, clientele groups and others.
- Create annual written impact reports related to volunteerism in WVUES and provide ongoing media stories highlighting volunteering in Extension.
- Provide educational opportunities and serve as a resource person to field staff, volunteers, partners and others in volunteer management throughout the state.
- Develop and implement a professional development plan to enhance faculty and staff competence in volunteer management.
- Ensure volunteer representation from diverse audiences, including underserved and underrepresented clientele and ensure compliance with civil rights, affirmative action, and equal opportunity policies.

**Additional Responsibilities:**

- Conduct needs assessments to determine best practices and appropriate strategies to improve volunteer training and management systems
- Engage in research that strengthens volunteer programming
- Serve on program unit, university, community-based local, regional, or statewide and national Extension committees, as appropriate
- Serve as a team member of the 4-H Youth Development Unit Leadership Team
- Serve as a 4-H Unit Liaison to one area of the state
- Be financially responsible for managing allocated budget
- Will serve as a mentor on best practices in volunteer development and management with new faculty members
- Perform other duties as assigned.

**Qualifications:**

- Doctoral degree preferred.
- Master's degree required from an accredited institution of higher education in a field relevant to youth and/or volunteer development, curriculum and instruction, educational psychology, educational leadership, sociology, public administration, social work and/or human development.
- A minimum of three years of directly related experience working in the area of youth and/or volunteer development or education required.
- In addition to the required master's degree, an equivalent combination of directly related experience may be accepted in lieu of the specific degree requirements.
- Documented evidence of success in providing leadership for youth experiential education programs, youth development programs or volunteer development or management programs.
- Documented evidence of ability to teach effectively, use research skills, assess needs, evaluate programs, and conduct applied research related to area of placement.
- Documented experience in supervision, grant writing and resource development, and team leadership.
- 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 trainings and meetings, conferences, and professional development session/trainings.
- Required to take and pass the WVU Driver's Safety Training exam.
- Willingness to work flexible 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, broadcast media and websites in collaboration with WVU Extension Service Communications.

**Salary:**

- Salary range for position is \$55,000-\$65,000 (Assistant Professor level) or
- \$63,000 - \$70,000 (Associate Professor level).
- Salary will be commensurate with professional qualifications.
- This is a 12-month, full-time, tenure-track position with teaching and service as significant areas of contribution and research as a reasonable area of contribution with the West Virginia University Extension Service.

**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, submit the following information. Applications received before April 3, 2013 will receive priority review.

- 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 **submitted electronically in ONE electronic document (include cover letter, Resume or curriculum vita, and three references including contact information) in Word format** (Transcripts should be sent in an individual file if sent electronically).
- **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](mailto: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 304/293-8613; 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](http://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.