

(4-H Youth Development)

## POSITION ANNOUNCEMENT

### West Virginia University Extension Service

**Position Title:** Harrison County Extension Agent

**Assignment Location:** Based in Harrison County, West Virginia

**Extended Closing Date:** March 22, 2013

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**Brief Description:** Harrison County is in the north central region of West Virginia located east of Parkersburg and southwest of Fairmont and about 67 miles southwest of Pittsburgh, Pennsylvania. It was formed in 1784 from Monongalia County. The county is named after Benjamin Harrison (1726-1791), a Virginia legislator and governor who was the father of U.S. President William H. Harrison and great-grandfather of U.S. President Benjamin Harrison.

Its present territory is 417 square miles with a population of 68,652. Its county seat and major city is Clarksburg (pop. 16,743) located near the center of the county. Its other major cities and towns are Bridgeport (pop. 7,306); Despard (pop. 1,039); Nutter Fort (pop. 1,686); Salem (pop. 2,006); Shinnston (pop. 2,295); and Stonewood (pop. 1,815). Bridgeport, Nutter Fort, and Stonewood are suburbs of Clarksburg. The smaller communities of the county are Anmoore (pop. 685) which is a suburb of Clarksburg; Enterprise (pop. 939); Lost Creek (pop. 467); Lumberport (pop. 937); and West Milford (pop. 651). Interstate 79 runs north to south through the eastern part of the county between Bridgeport and Clarksburg. Clarksburg and the county have rail connections. There is a commercial airport for Clarksburg at Bridgeport. The county is drained by the West Fork River and its tributaries. In the southern part of the county close to Interstate 79 is the Watters Smith Memorial State Park.

Major employment is in retail, health care and social assistance, accommodation and food service, manufacturing, construction, transportation and warehousing, wholesale, and mining. Less than half of the retail employment is in department and general merchandise stores. General medical and surgical hospital and ambulatory health care services are about half the employment in health care and social assistance. Major manufacturing employment is in bakeries and food making; glass and glass products; aluminum production; fabricated metal products; electrical equipment, appliances, and components; carbon and graphite products; aircraft engines and parts; and burial caskets. Glass products include flat glass, glassware, and pressed and blown glass. There is also some employment in the manufacture of rubber products, wood products, and mining machinery. Most construction employment is in general and special trades contracting. About half of the transportation is in natural gas pipeline transport. About one fourth of transportation employment is in air transport support. Over half the mining employment is in bituminous underground coal mining and about one fourth of the employment is in oil and gas extraction. The rest of the mining employment is in surface coal mining, stone mining and quarrying, and mine support activities. Some employment and noticeable economic activity occurs in electric power generation and transmission, broadcasting and telecommunications, publishing, and education. The county is the home of a private school of higher education, Salem International University, and in Clarksburg there is a major branch campus of Fairmont State University, a public school of higher education. In agriculture there is some notable production of eggs as well as in dairying and horse raising, but the major products are livestock and forage.

**Major Responsibilities:** This position will be responsible for conducting WVU Extension Service 4-H Youth programming and will be affiliated with the Extension Youth Development Program Unit. The selected candidate will be involved in developing programs to enable children, youths, and families to build on their strengths, manage their resources, and expand their capabilities for the future. Major responsibilities include:

- Evaluate local needs, provide up-to-date teaching strategies, and subject matter relevant to Harrison County communities related to positive youth development;
- Integrate research-based knowledge into the development and implementation of Extension programs;
- Support several statewide initiatives in the county, such as camping, volunteer management, reaching underserved audiences, and literacy education;
- Recruit, train, and develop a management program for a diverse audience of volunteers;
- Work cooperatively with other Harrison County Extension faculty and staff to meet local needs.
- Conduct research and evaluate the results of teaching, research, and service terms of measurable impacts and outcomes.
- Serve on a multicounty program team and support statewide program initiatives of the 4-H Youth Development Program Unit such as civic engagement, healthy lifestyles, STEM (science, technology, engineering and math), environmental education and camping , academic success, or volunteer management;
- Conduct teaching and public service programs in identified priority areas;
- Enhance youth programs through involvement of youth and volunteers in a variety of educational experiences, such as 4-H clubs, special interest groups, camps, 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, multicounty programs;
- Serve as an adviser to the Harrison County 4-H Leaders Association and a teen leader organization;
- Supervise a Program Assistant working with youth development programs in the county;
- Build community support through a diverse and effective network of agencies, businesses, and civic groups to sustain relevant and high-impact Extension program efforts; and
- Develop financial and in-kind resources to support priority program initiatives.
- Other duties as assigned, such as working with diverse audiences (adults, youth), and developing new programs that reach underserved audiences.

The position requires travel and occasional overnight stays out of county as well as evening and weekend activity time and time in a residential camp setting. Working with volunteers is a crucial part of the job and requires knowledge of recruiting, training, and managing a diverse audience of volunteers.

**Qualifications:**

- Master's degree from an accredited institution of higher education is required. At least one degree in a specific degree field relevant to families and youth including education, health, family and consumer sciences, communication studies, social work, agricultural education, leadership studies, or human development required.
- 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 required fields.
- Documented evidence of success in providing leadership for community-based youth and adult programs.
- 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, resource development, and team leadership is required.
- Candidate must possess skills in group facilitation, team-building, and conflict resolution as well as proficiency in oral and written communication 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 Harrison 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 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](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 304/293-4555; 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](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.

**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.