

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

**POSITION TITLE:** Extension Agent, Greenbrier County

**POSITION LOCATION:** Lewisburg, West Virginia

**CLOSING DATE:** March 22, 2013

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**Brief Description:** Greenbrier County is in the southeastern part of West Virginia centered about 70 miles southeast of Charleston (the state capital), and about 169 miles southwest of Washington, DC. It was formed in 1777 from the Virginia counties Botetourt and Montgomery. The county is named after the Greenbrier River, one of three rivers and their tributaries that drain the county. The other two rivers are the Cherry and the Meadow.

It is rural with a present territory of 1,025 square miles and a population of 35,027. Its county seat and major town is Lewisburg (pop. 3,624) located in the southeastern part of the county. Its second largest town, White Sulphur Springs (pop. 2,315), is the site, since the early nineteenth century, of an upscale resort centered on the Greenbrier, a renowned hotel. The other towns are Fairlea (pop. 1,706) which is located close to Lewisburg; Falling Spring (pop. 209); Quinwood (pop. 435); Rainelle (pop. 1,545); Ronceverte (pop. 1,557); and Rupert (pop. 940). The town of Alderson (pop. 1,091) is on the border with Monroe County and most of its population (930) resides in Greenbrier County. Interstate 64 runs east to west through the south central part of the county. The county also has rail connections and an airport. The northern and eastern corner sections of the county are part of the Monongahela National Forest. In the southeast near Interstate 64 is the Greenbrier State Forest. In the north on the border with Pocahontas County is Beartown State Park.

**Major Responsibilities:** This position will be responsible for conducting WVU Extension Service 4-H youth development programming and will be a part of the Extension 4-H 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 and create up-to-date teaching strategies, and subject matter relevant to Greenbrier County communities related to positive youth development and family strengthening;
- Integrate evidence and/or research-based knowledge from the land grant university system into the development and implementation of Extension programs;
- Enhance youth programs through involvement of youth and volunteers in a variety of educational experiences, such as 4-H clubs, special interest groups, camps, youth agriculture programs and events, and literacy programs such as Energy Express;
- Support or lead county educational or public service programs that are part of several statewide priority initiatives, such as reaching underserved audiences, post-secondary academic success and/or health promotion;
- Recruit, train, and develop a management program for a diverse audience of volunteers;
- Work cooperatively with other Greenbrier County Extension faculty and staff to meet local needs;

- Conduct scholarly teaching, research, and service programs and evaluate them in terms of measurable impacts and outcomes to be reported annually as part of the WVU promotion and tenure process;
- Serve on a multicounty program team and support a selected statewide program initiative of the 4-H Youth Development Program Unit such as civic engagement, science, engineering, technology and math (STEM), healthy lifestyles, camping, literacy, or volunteer management;
- Provide leadership for the planning and development of residential county 4-H camping programs; serve as camp director when the camps are in session;
- Ensure that best practices in youth protection, financial management, and risk management, are in place and operating effectively within all aspects of the 4-H program;
- Appropriately use tools for creating an annual plan of work and also for impact and evaluation data collection for reporting and accountability purposes;
- Develop leadership capacity among community teen and adult 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 Greenbrier 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 state fair activities, 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 round the clock, full time presence in a residential camp setting when Greenbrier County 4-H Camps are in session. 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/or youth including education, health promotion, 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 one of the specified academic fields, applicants may qualify with any master's degree plus three years of paid work experience in the youth development or family strengthening occupational 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 Greenbrier 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 304/293-8613; 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.

**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.

