

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

**Position Title:** Grant County Extension Agent

**Assignment Location:** Petersburg, West Virginia

**Closing Date:** May 17, 2013

---

---

**Brief Description:** Grant County is in the Eastern Panhandle of West Virginia located east of Clarksburg, north of Staunton, Virginia and about 83 miles southeast of Pittsburgh, Pennsylvania. The northwestern boundary is the Potomac River which is part of the West Virginia state border with Maryland. It was formed in 1866 from Hardy County. The county is named after Ulysses S. Grant (1822-1885), a U.S. President and an American Civil War general.

It is rural with a present territory of 480 square miles and a population of 11,891. Its county seat and major town is Petersburg (pop. 2,467) located in the southeastern part of the county. The only other small community is Bayard (pop. 290) located along the Potomac River. The southwestern corner of the county is in the Monongahela National Forest and includes the Seneca Rocks National Recreation Area. The county is drained by the Potomac River and its tributaries. The county does have rail connections and an airport in Petersburg.

Major employment is in manufacturing, health care and social assistance, electric power generation, and retail. About half of the manufacturing employment is in poultry processing for the food market. Over one third of the manufacturing employment is in the making of wood products. Some manufacturing employment is in the chemically related field to wood products manufacture of resin processing. There is also some manufacturing employment in the making of ready-mix concrete. Electric power plant generation is by fossil fuel and there is some associated employment in the wholesale trade of petroleum terminals. There is noticeable employment and production in bituminous underground coal mining. At least half of the health care and social assistance employment is in ambulatory health care service. Half of the retail employment is in motor vehicles and parts and supporting activity such as gasoline service stations. There is some employment in the related transportation field of trucking. Forestry and logging are a noticeable part of the economy but only employ some of the residents. There is some notable agricultural production of corn, but the major products are eggs, forage, livestock, and poultry.

**Major Responsibilities:** This position will be primarily responsible for conducting WVU Extension Service programming in the area of 4-H and youth development and will be affiliated with the WVU Extension Program Unit for [4-H Youth Development](#). The successful candidate will also work with family and health promotion programs and will facilitate other Extension programs based on identified needs in Grant County. The selected candidate will be involved in developing programs to enable children, youths and families to build on their strengths, manage their resources, and that will build skills to expand their capabilities for the future. They will work closely with the other Extension faculty member in the county to coordinate integration of county Extension programming for stakeholders and to assist that Agent in the area of youth agriculture.

- Evaluate local needs and determine appropriate subject matter and teaching methods relevant to Grant County communities;
- Integrate research-based knowledge into the development and implementation of Extension programs;
- Support statewide youth and family development program and delivery initiatives, such as positive youth development, nutrition, residential camping, STEM (science, engineering, technology and math) topics, reaching underserved audiences, health promotion, family strengthening, community leadership development, and literacy;
- Evaluate local needs and create up-to-date teaching strategies, and subject matter relevant to Grant 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 Grant 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 and to in reports that inform key stakeholders;
- 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, post-secondary educational success 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 Grant County 4-H Leaders Association and to 4-H teen leaders;
- Serve as an advisor to and coordinator of the Grant County Community Education Outreach Service (CEOS) members and groups;
- 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 program efforts; and
- Develop financial and in-kind resources to support priority program initiatives;
- Other duties as assigned, such as tri-county 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

Grant 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. It is preferred that the Master's degree be in a discipline relevant to youth development and/or family strengthening.
- At least one degree possessed by applicant must be in a field relevant to families and youth, which includes degrees in the various fields related to primary and secondary education.
- If the required master's degree is not in a discipline relevant to youth and/or family development, applicants may qualify with any master's degree plus three years of work experience in the field of youth and family 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, resource development, and team leadership.
- 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 residential 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 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 Grant 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: **The following information must be submitted in ONE Word document (cover letter, resume/curriculum vitae, reference:**

- 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 can be scanned or sent by mail:**

- **Transcripts:** undergraduate and graduate **showing degrees conferred** (unofficial copies will be accepted. No fax accepted. Hard copies by mail or electronic copies only.)
- Send the required information 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

**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 Grant County Extension Service Committee.