

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

Position Title: Brooke County Extension Agent

Assignment Location: Wellsburg, West Virginia

Closing Date: August 16, 2013

Brief Description: Brooke County is in the Northern Panhandle of West Virginia located northeast of Wheeling and about 24 miles west of Pittsburgh, Pennsylvania. Its western boundary is the Ohio River which is the West Virginia state border with Ohio. Its eastern boundary line is part of the West Virginia state border with Pennsylvania. It was formed in 1796 from part of Ohio County. The county is named after Robert Brooke (1751-1799), a Virginia legislator and governor.

Its present territory is 90 square miles with a population of 23,844. Its largest city is the Brooke County portion of Weirton (pop. 3,886 in 2000 for the portion in Brooke County) along its northern border with Hancock County. Its second largest city is Follansbee (pop. 2,986 in 2010). Its third largest city is the county seat, Wellsburg (pop. 2,805). All three cities are located along the Ohio River. Wellsburg is closer to the center of the county and Follansbee is about halfway between Weirton and Wellsburg, across the river from the larger city of Steubenville, Ohio. Other towns are Beech Bottom (pop.523); Bethany (pop.1,036); Hooverson Heights (pop. 2,509); and Windsor Heights (pop.423). The Ohio River is a major transportation waterway and the county has rail connections.

Major employment is in health care and social assistance, manufacturing, education, accommodation and food service, retail, transportation, and construction. Most manufacturing is in the making of iron and steel, fabricated metal products, paper bags, and plastic bottles. There is some manufacturing of basic chemicals, glass, and machinery. Most transportation employment is in trucking although about one quarter of the total is employed in water transportation. Until recently bituminous underground coal mining was a major employer, but now few are employed and all in surface coal mining. The natural gas industry is growing in the region. A major employer in education is the rurally located Bethany College which is a private, church affiliated (Christian Church – Disciples of Christ) liberal arts school of higher education. Agriculturally there is some notable production of eggs, but the major products are livestock and forage.

Major Responsibilities: This position is primarily responsible for 4-H youth development programming in Brooke 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 of natural resources. This position will be assigned to the Extension 4-H Youth Development Program Unit for administrative purposes. Major responsibilities include:

- Evaluate local needs and determine appropriate subject matter and teaching methods relevant to Brooke 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, service learning 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 Brooke County 4-H Leaders Association, and a teen leader organization;
- 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;
- Serve as County Program Coordinator responsible for working with other faculty and staff to prepare reports, budgets and to facilitate the holding of County Extension Service Committee meetings;
- Supervise a secretary, Nutrition Outreach Instructor and a 4-H Youth Development Program Assistant and,
- Develop financial and in-kind resources to support priority program initiatives.

Qualifications:

- Master's degree from an accredited institution of higher education in the area of families and youth is required.
- At least one degree in a field relevant to families and youth including education, youth development, child development and child or adolescent psychology or other related fields with major course work, professional development and experience appropriate to the needs of this position.
- 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 and family development.
- Documented evidence of success in providing leadership for community-based youth and adult programs is required.
- Documented experience in volunteer management, supervision, resource development, and team leadership.
- Documented evidence of ability to use research skills, assess needs, evaluate programs, and conduct applied research related to area of placement.

- 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 Brooke 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 **ONE electronic submissions in Word format (cover letter, resume/curriculum vitae, and reference information) 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 304/293-8613; 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 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.