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

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

Civic Engagement/Global Education

**POSITION LOCATION:** Morgantown, West Virginia

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

## **Brief Description:** Assistant/Associate Extension Professor

4-H project work is the main vehicle for dissemination of new skills and information to 4-H club members and participants in special-interest programs. 4-H club programs, which include project work, are conducted in all 55 W.Va. counties. Special areas of emphasis in project work and special educational activities are civic engagement, service learning and global education. This position will oversee the development of high quality educational efforts in these areas for youths ages 5 to 21. The activities associated with this position will include adapting existing civic education curricula, developing new curriculum and designing and operating special civic engagement educational events and activities. There will be some direct teaching of youth but the majority of the direct teaching in this position will be with faculty and adult volunteers in train the trainer type programs.

## **Major Responsibilities:**

This position is an appointment with West Virginia University Extension Service in Morgantown, West Virginia. This position provides statewide leadership in the area of youth civic engagement, service learning and global education through experiential education. Extension, research, and educational programs in civic engagement help youth improve their skills in these vital areas. Extension provides unbiased, research-based information and education for youth to acquire knowledge, skills, and motivation to build practical life skills. The emphasis of Extension youth programs is on experiential learning in non-formal settings while also promoting all of the essential elements of positive youth development. Research and program evaluation provide the foundation for developing, delivering, and documenting effective ongoing civic engagement programs for youth.

The Civic Engagement/Global Education 4-H Youth Specialist will provide leadership for the 4-H project areas devoted to these subjects including review and selection of projects, training volunteers and faculty on the offerings and their delivery, and evaluation of learning outcomes. The specialist will design and develop specific W.Va. non formal, experiential civic engagement offerings in cooperation with county Extension agents, WVU faculty members, recognized subject matter experts, volunteers, collaborating agencies, and other Extension staff. The design, development, and implementation of innovative instructional strategies to teach civic engagement subject matter covered in 4-H youth development will also be an important component of this job.

- Coordinate the West Virginia University 4-H youth civic engagement, service learning and global education offerings.
- Collaborate and partner effectively with Extension specialists, Extension educators, WVU on-campus faculty, and other resource individuals and organizations in identifying and developing educational program resources and materials for youths and volunteers in the civic engagement project areas offered in W.Va. 4-H.
- Provide innovative leadership to the state 4-H Unit Civic Engagement program development team.
- Oversee the implementation of the essential elements of positive 4-H youth development in all 4-H civic engagement educational experiences.
- Provide educational leadership and coordination for regional and statewide 4-H project workshops, skill-a-thons, camps, afterschool programs, and school enrichment programs in the civic engagement areas.
- Provide leadership and oversight for already established programs such as civic engagement tracks at State 4-H Camps and educational activities at State 4-H Days and the WV State Fair
- Conduct in-service civic and global education for field faculty, staff, volunteers, after school providers and public school teachers.
- Work with other faculty to conduct research on youth civic and global education best practices and impacts.
- Develop networks and relationships with public schools, agencies and organizations to support civic engagement non formal education for West Virginia youth.
- Develop and/or identify training resources, materials, methods and programs for field faculty to use within their county with their civic and global education efforts.
- Seek external grants, contracts, and unrestricted gifts to support his/her research and extension programs
- In cooperation with other faculty, publish research and extension impacts in youth civic and global education in refereed journals and extension publications.
- Provide leadership for continuous review of issues and best practices in the field regarding civic and global youth education.
- Provide leadership for development or acquisition of effective civic and global educational
  programs and curriculums; provide training, resources and contacts that support the growth
  of team members and partners to address issues; develop evaluation strategies and report
  results.
- Maintain a team of subject matter experts in the civic and global education fields to serve as consultants, as needed, in the various disciplines
- Participate in relevant youth focused civic engagement and global education state and national professional development, workgroups and associations.

#### **Qualifications:**

- Doctoral degree preferred.
- Master's degree required from an accredited institution of higher education in a field relevant to youth and/or education, curriculum and instruction, educational psychology, educational leadership, sociology, public administration, social work and/or human development.
- 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.
- A minimum of three years of directly related experience working in the area of youth and/or volunteer development or education required.

- 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:

- Assistant level or Associate Professor level.
- Salary will be commensurate with professional qualifications.
- This is a 12-month, full-time, tenure-track position with teaching and research 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 September 3 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).
- <u>Transcripts</u>: undergraduate and graduate <u>showing degrees conferred</u> (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 <a href="www.ext.wvu.edu">www.ext.wvu.edu</a> 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.