

POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title: Visiting Instructor – Healthy Lifestyle Outreach Coordinator

Location: Charleston, West Virginia

Screening will begin: September 13, 2013

Brief Description:

This position is a temporary appointment, grant funded, part time at .60 FTE (22.50 hours week) and benefits eligible assignment with the WVU Extension Service – 4-H Youth Development. The position will work with both the Health Rocks and Youth Voices programs associated with the WVU Extension Service (WVUES) and the West Virginia Statewide Afterschool Network (WVSAN) to include providing technical assistance to afterschool programs throughout the state who are implementing healthy lifestyle programs, and to assist with training providers on programs related to health and healthy lifestyles. WVUES currently has two grants focused on implementing health programs in afterschool. WVUES also provides leadership for the WVSAN whose goal for the next 3 years is to increase healthy lifestyle programs in sites throughout the state. This position will provide an opportunity for the university to enhance this outreach.

Major Responsibilities:

- Develop and deliver curriculum on a wide variety of health topics including Health Rocks facilitator training.
- Participate in evaluation of outcomes and impacts of Healthy Lifestyles Outreach programs and report results.
- Communicate with WVU-ES and WVSAN Healthy Lifestyles Teams and coordinate efforts.
- Participate in WVU-ES faculty and staff training and professional development opportunities.
- Manage specific program and event budgets as directed by WVU-ES Supervision.
- Identify needs and resources for continuing program development and sustainability.
- Actively seek new public and private funds to support the Healthy Lifestyles Outreach efforts.
- Develop and maintain productive working relationships with a variety of partners, including within WVU, WV-DHHR, and other local, state, and national organizations focused on public health.
- Provide state-wide leadership to incorporate youth voice into afterschool health programming.

Qualifications:

- A master's degree from an accredited institution of higher education in public health, education, or related field.
- Demonstrated ability to communicate, interact, and collaborate with both colleagues and youth.
- Experience in curriculum delivery, facilitator skills and partnership development.
- Minimum of one year experience working with teenage youth program delivery.

Special Requirements:

- Ability to pass a criminal background check.
- Ability to meet travel demands of the position which may include occasional overnight stays, conferences and professional development sessions/trainings.
- Possess a valid driver's license and have a car and ability to pass the WVU's 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

Salary:

The Visiting Instructor position is grant funded, part time, .60 FTE at 22.50 hours per week. Position will be given a year to year contract, not to exceed three years. This position is benefits eligible and will be reevaluated each year and is based on funding and performance. The salary will be \$24,057. This position will not accrue time toward tenure.

Benefits:

- 401K retirement program with employer matching.
- Leave benefits include annual (24 days annually), sick (18 days annually), and paid holidays (University Calendar).
- Workers' compensation.
- Optional benefits, including: group health, life, accident insurance; disability insurance; supplemental retirement programs; pre-tax benefits in child care, dental care, and vision care; and tuition waiver (6 credit hours/per semester).
- Travel expense reimbursement.

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 13, 2013, will receive priority review.

- 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).
- 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.
- **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.

