

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

Position Title: Extension Agent

Assignment Location: Wyoming County, West Virginia

Closing Date: November 13, 2013

Brief Description: Wyoming County is in the southern region of West Virginia located southeast of Beckley and about 164 miles southeast of Columbus, Ohio. It was formed in 1850 from Logan County. The name of the county is an American Indian term, specifically Lenape/Delaware, for “extensive or large plains.”

It is rural with a present territory of 502 square miles and a population of 23,419. The county seat is Pineville (pop. 668) located near the center of the county. Other towns are Mullens (pop. 1,559) in the eastern part of the county and Oceana (pop. 1,394) in the northwestern part of the county. The county is drained by the Guyandotte River and its tributaries which includes a flood control dam and R. D. Bailey Lake on part of the county’s western border. Northeast of Pineville and northwest of Mullens is Twin Falls State Park. The county has rail connections.

Major employment is in bituminous underground coal mining producing tonnage that is twice that as produced by surface coal mining in the county. Other major employment is in retail, health care and social assistance, transportation, warehousing, and machinery wholesale. Over half of retail employment is in grocery stores. Social assistance employment is about half of that in health care and social assistance. Much of the rest of health care and social assistance employment is in ambulatory health care services. About half of the transportation employment is in trucking. Manufacturing employs few in either the making of machinery or fabricated metal products. The natural gas industry is growing. Major agricultural products are livestock and forage.

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](#). This Agent will facilitate other Extension programs based on identified needs in Wyoming County. The selected candidate will be involved in developing programs to enable youth and adult volunteers to build on their strengths, manage their resources, and expand their capabilities for the future. They will also coordinate access to agriculture and natural resources programs and subject matter experts in agriculture and natural resources. They will work closely with the second part-time agent in the county to coordinate integration of programming especially in the area of families and health.

- Evaluate local needs and determine appropriate subject matter and teaching methods relevant to Wyoming 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, 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 multicounty program team and support statewide program initiatives of the 4-H Youth Development Unit, such as civic engagement, STEM education, healthy living, 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, including 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, multicounty programs;
- Serve as an adviser to the Wyoming County 4-H Leaders Association, and a teen leader organization;
- Coordinate programming in horticulture and agriculture working with subject matter experts as needed.
- Coordinate Extension educational programs in the areas of community, economic, and workforce development. This includes adult leadership development.
- Build community support through a diverse and effective network of agencies, businesses, and civic groups to sustain relevant and high-impact Extension programs;
- Develop financial and in-kind resources to support priority program initiatives.

The position requires some travel and occasional overnight stays out of county as well as some evening and weekend work time and time in a residential camp setting. 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 must be in a field relevant to families and youth including education or agriculture education.
- If the required master's degree is not in the specified academic field above, 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 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 Wyoming 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.