

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

POSITION TITLE: Extension Specialist
4-H Youth Development/ Academic Success and
Literacy

POSITION LOCATION: Morgantown, West Virginia

SCREENING BEGINS: November 13, 2013

Brief Description:

4-H youth development programs offer a wealth of research-based curricula on a wide variety of topics and skill development areas. This position will focus on leadership for the WVU Extension Service efforts in the area of literacy enhancement and academic success for school-age youths. The successful candidate will serve as the director of the award-winning Energy Express summer reading program as well as other projects that promote literacy and academic success, especially for youths living in rural and low-income areas.

Major Responsibilities:

This 4-H Youth Development Specialist will provide leadership for 4-H programs that promote the school success of children living in West Virginia through out-of-school informal and experiential education methodologies. This includes the review and selection of curriculum and teaching strategies and training volunteers and faculty on the offerings and their delivery and evaluation of learning outcomes. The specialist will design and develop specific offerings targeted to the needs of W.Va. youths in cooperation with county Extension agents, WVU faculty members, recognized subject matter experts, collaborating agencies, and other Extension staff. Successful grant writing and resource development are critical for this position in order to support the educational programs offered.

- Provide primary leadership for the development, implementation and evaluation of comprehensive research-based educational programs promoting K through 12th grade school success using a variety of delivery modes
- Collaborate and partner effectively with Extension specialists, Extension county faculty and staff, WVU on-campus faculty, public school system teachers and administrators, and other resource individuals and organizations in identifying and developing educational programs, resources and materials for youths and volunteers in literacy education, topics that promote school success and that work to increase the college going rate.
- Provide innovative leadership for the award-winning statewide Energy Express summer reading program

- Ensure adequate funding to support 80 Energy Express sites annually
- Serve as the AmeriCorps program director for Energy Express
- Supervise faculty and staff assigned to Energy Express in the 4-H Youth Development Unit
- Develop and maintain relationships with key stakeholders. Develop networks and relationships with public schools, state and federal agencies and organizations to support programs that promote student success.
- Provide innovative leadership for the Literacy and Academic Success Program Team in the 4-H Youth Development Unit
- Design and implement program evaluation strategies to assess key outcomes
- Engage in research that strengthens programming
- Insure the implementation of the essential elements of positive 4-H youth development in all the 4-H educational experiences conducted
- Provide consultation, training and program support for Extension educators and volunteers in the areas of literacy and school success and evaluation of learning outcomes
- Conduct needs assessments to determine best practices and appropriate strategies to improve student success and college going rate
- Acquire program financial support through grants, donations, and other resources
- Manage all aspects of a portfolio of federal, state and private foundation grants
- Participate in relevant youth development, student success and/or educational leadership state and national professional development, workgroups and associations
- Serve on program unit, university, community-based local, regional, or statewide and national Extension committees, as appropriate
- Serve as a team member of the 4-H Youth Development Unit Leadership Team
- Serve as a 4-H Unit Liaison to one area of the state
- Be financially responsible for managing allocated budget
- May serve as a mentor to less-experienced faculty members
- Perform other duties as assigned

Qualifications:

- Doctoral degree preferred.
- Master's degree required from an accredited institution of higher education in a field relevant to youth development, teaching, curriculum and instruction, educational psychology, educational leadership, and/or human development.
- A minimum of three years of directly related experience working in the area of youth development and education required.
- 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.
- Documented evidence of success in providing leadership for youth experiential education programs and youth development 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 evidence of grant writing, grant acquisition and grant management
- Documented experience in supervision 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 Energy Express 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, 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 teaching and research as significant areas of contribution and service 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 or on November 13, 2013 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).
- **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.

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 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.