

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

Position Title: Extension Agent

Assignment Location: Lincoln County, West Virginia

Closing Date: March 26, 2014

Brief Description: The successful candidate for this position will provide residents of Lincoln County with educational programs in the areas of agriculture and natural resources, 4-H youth development, families, health, and community economic workforce development. Although the base location is Lincoln County, the incumbent will be expected to serve on a multi-county program team and support statewide program initiatives. Lincoln County is a rural county located southwest of Charleston and southeast of Huntington. Lincoln's population is approximately 22,000, with no large centers of commerce. The county has many small, part-time farms and is an important location of natural gas extraction. Lincoln County's median family income is \$28,297, compared to West Virginia at \$36,481, and the United States at \$50,046. The position is focused on agriculture and natural resources, and 4-H youth development programs. The Extension office in Lincoln is staffed with a half-time Extension Agent working with family and health programs, two nutrition outreach instructors and one secretary.

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 Lincoln 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 Lincoln 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;
- Coordinate county 4-H youth agriculture and natural resources programs...including youth livestock programs
- 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 Lincoln County 4-H Leaders Association, a teen leader organization and the Community Outreach Service groups (CEOS);
- Implement programs for landowners and agribusiness persons on production agriculture, agricultural marketing, and business development issues.
- Implement programming in horticulture including small fruit and vegetable production, consumer horticulture, and a Master Gardener program.
- 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 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 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 Lincoln 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)
- Travel expense reimbursement
- Moving expense reimbursement
- Several additional programs and privileges
- 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)

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 submitted in ONEn **electronic submissions (cover letter, resume/curriculum vitae and reference information) in Word format 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.

