4-H Youth Development POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title: Extension Agent – 4-H Youth Development

Assignment Location: Marshall County, West Virginia

Closing Date: April 4, 2014

Brief Description: Marshall County is in the Northern Panhandle of West Virginia located south of Wheeling about 39 miles southwest of Pittsburgh, Pennsylvania. Its western boundary is the Ohio River, a part of West Virginia's state border with Ohio. Its eastern boundary line is part of the West Virginia state border with Pennsylvania. It was formed in 1835 from Ohio County. The county is named after John Marshall (1755-1835), a Virginian who was one of the great U.S. Supreme Court Chief Justices.

Its present territory is 305 square miles with a population of 32,800. Its county seat and major city is Moundsville (pop. 9,318) located on the Ohio River in about the center of it in the county. Other towns are Benwood (pop. 1,420); Cameron (pop. 946); Glen Dale (pop. 1,526); and McMechen (pop. 1,926). All towns except Cameron, which is in the east central part of the county, are on the Ohio River north of Moundsville. Also a part of Wheeling, most of which is in Ohio County, is in Marshall County (pop. around 350). The Ohio River is a major transportation waterway and the county has rail connections.

Major employment is in health care and social assistance, retail, bituminous underground coal mining, and accommodation and food service. General medical and surgical hospital employment is most of that in health care and social assistance. Nursing and residential care facility employment accounts for most of the rest of the employment in health care and social assistance.

There is some employment in manufacturing of apparels; petroleum and coal products; basic chemicals; veneer, plywood, and engineered wood products; and metal manufacturing. Metal manufacturing is in iron, steel pipe, and tube and in screw, nut, and bolt making. There is also some employment in electric power generation and transmission. There is some notable agricultural production of eggs and raising of horses, but the major 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 Marshall 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 help to coordinate access to agriculture and natural resources programs for youth. They will work closely with the WVUES Families and Health full time Agent in the county to coordinate integration of programming especially in the areas of health promotion, strengthening families and community development.

- Evaluate local needs and determine appropriate subject matter and teaching methods relevant to Marshall 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, literacy and 4-H youth agriculture and natural resource programs;

- 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;
- Coordinate Extension 4-H youth 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.

Oualifications:

- 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 (periodic overnight stays), such as 4-H youth camps, conferences, professional development session/trainings.
- Ability to direct week-long overnight camps for youth and be in residence full-time while they are in operation (currently 2 weeks per year for Marshall County)
- 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 Marshall 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 ONE 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.
- <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 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.

