



**West Virginia State University Research and Development Corporation  
Institute, WV 25112**

**Job Title:** 4H Associate

**Department/ Office:** Extension: Resilient Youth and Families

**Reports To:** Assistant Program Director for Resilient Youth and Families

**FLSA Status:** Exempt

**Summary**

The 4H Associate operates within the West Virginia State University Research and Development Corporation's Extension Service and provides highly interactive informal educational experiences for PK-12 youth using a variety of methods and in a variety of settings. The incumbent delivers programs both on-campus and in locations primarily in underserved areas of Kanawha County.

**Major Duties and Responsibilities include but are not limited to the following (other duties may be assigned as needed):**

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities.

- Deliver innovative hands-on informal youth development programs using approved resources, materials, and evidence-based curriculum.
- Deliver educational experiences through on-campus and off-campus summer camps.
- Prepare and teach classroom workshops for student groups, both on-campus and offsite.
- Perform the tasks involved with the set-up and breakdown of programs and associated administrative tasks
- Collaborate with local, state, and national educational outreach programs to conduct and promote youth-targeted educational workshops and outreach activities
- Provide youth development programs in a variety of settings both on-campus and in local communities (e.g. classrooms, after school programs, student groups, local and regional science fairs, public outreach events, on-campus events, summer camps, etc.)
- Act as an ambassador of WVSU Extension, engaging members of the public, onsite and in schools and other community settings.

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Ability to work with minimal supervision
4. Thoroughness.
5. Collaboration Skills.
6. Customer Service skills
7. Communication Proficiency.
8. Flexibility.
9. Software skills (MS Word, MS Excel, and Outlook) are required, as well as Internet research abilities.

### **Supervisory Responsibility**

This position has no supervisory responsibilities

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms. The employee is frequently required to stand and walk. The employee is frequently required to stoop and bend. Specific vision abilities required by this job include ability to adjust focus.

### **Position Type and Expected Hours of Work**

This is a full-time position. Typical days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Summer Schedule is Monday through Friday. 8:00 a.m. to 4:00 p. m. However, due to the nature of the work performed flexible hours, including evenings, weekends may be required.

## **Travel**

Travel within Kanawha County is expected for this position.

## **Required Education and Experience**

A high school degree or GED.

## **Preferred Education and Experience**

BA/BS in a field of study relevant to youth development.

## **Additional Eligibility Qualifications**

Must have a valid driver's license in good standing. Selected candidate will be expected to obtain certification in adult and youth CPR and basic first aid within the first year of employment.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Work Authorization/Security Clearance**

**This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.**

Please send cover letter, resume, unofficial transcript, and recent letters of recommendation from three professional references with contact information to:

Brunetta Gamble-Dillard, Director of Business and Finance,  
West Virginia State University Research and Development Corporation, POB 1000, 204 ACEOP  
Administration Building,  
Institute, WV 25112.

PREFERRED: Information accepted as e-mailed in Word or PDF format to

[rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu) Position is open until filled.

WV State University Research and Development Corporation is an Equal Opportunity/Affirmative Action Employer and does not discriminate against any person because of race, sex, age, color, religion, national origin or disabilities.

