



**Job Title:** 4-H Extension Associate / Coordinator of Afterschool and Community Programs

**Department/Office:** WVSU Extension Service / 4-H Youth Development

**Reports To:** Program Leader for 4-H Youth Development

**FLSA Status:** Exempt

### **Job Summary**

The 4-H Coordinator of Afterschool and Community Programs is an Associate-level position operating within the West Virginia State University Extension Service (WVSUES) and coordinates highly interactive, informal educational experiences for K-12 youth in the areas of agriculture, STEM, healthy living, and civic engagement. Under the direction of the 4-H Program Leader, this position is responsible for developing, implementing, coordinating, evaluating, and supervising afterschool and community-based programs. The initial focus will be in the Charleston, West Virginia area with future statewide expansion through the coordination, hiring, training, and supervision of site staff. This position is located at the Institute campus with regular travel expected. The West Virginia State University Research and Development Corporation employs this position.

### **Main Duties and Responsibilities**

#### **Program Coordination**

- Develop, plan, implement, coordinate, and evaluate year-round 4-H afterschool and community-based programming including summer camps and family events
- Develop, plan, and train program staff on appropriate curricula and professional development based on the 4-H model, identified needs, evaluation data, and participant feedback
- Maintain youth participation and attendance via strategic recruitment efforts, retention activities, and accurate enrollment records
- Manage program budget, supplies, and inventory
- Provide a regular physical appearance at all site locations while assisting with any issues or situations that occur at these locations
- Be willing to work a flexible schedule to satisfy programming needs including evenings and weekends
- Recruit, train, and supervise site staff, interns, and volunteers as needed

#### **Community Involvement**

- Cultivate strong partnerships and collaborate with local housing authorities, residents, community centers, youth organizations, non-profits, businesses, and other stakeholders to identify needs and implement programming
- Serve as a liaison to existing site staff, community members, and stakeholders
- Make an active effort to connect with community members and participants

- Be able to adapt programming to diverse audiences while demonstrating an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds
- Remain up-to-date and mindful of community needs and programmatic trends

### **Administrative**

- Utilize digital software platforms for enrollment management, evaluations, and record keeping including PEARS, Qualtrics, Google Forms, and Z-Suite
- Collaborate with Communications team on developing programmatic marketing materials, press releases, and other promotional needs
- Provide strategic direction for afterschool and community-based programming while contributing to the annual WVSU 4-H Plan of Work
- Proactively seek and apply for external funding opportunities including writing and serving as principal investigator on federal and state grants
- Assist in the creation of journal articles, impact statements, fact sheets, research posters, and similar publications highlighting programming efforts
- Maintain accurate and timely completion of all reports and required paperwork

### **Other**

- Attend and represent WVSU 4-H at state, regional, and national conferences
- Attend WVSUES staff meetings and professional development opportunities
- Promote WVSU 4-H at local and statewide events
- Collaborate with other WVSUES program areas on special projects as needed
- Ensure policy compliance with WVSUES, National 4-H Council, and NIFA
- Ability and willingness to travel throughout the assigned service area, other service areas, and across the state, region, and nation as needed
- Other job-related duties may be assigned

### **Required Skills, Traits, and Competencies**

- Demonstrated ability to lead others effectively
- Strong organization and project management skills
- Willingness to be flexible and adapt to new situations
- Ability to think critically and employ creative problem-solving techniques
- Effective communication, public relations, and interpersonal skills
- Proven ability to develop, implement, coordinate, and evaluate programs
- Experience working with diverse youth populations
- Proficient computer skills including word processing and database management
- Commitment to fostering a culture of belonging and inclusion
- Successful record of forming strong working relationships among diverse communities
- Current First Aid/CPR certification is required or be willing to obtain certification within first six months of employment

### **Other Information**

### **Supervisory Responsibilities**

Responsibilities of the position include: the recruitment, interviewing, training, and supervision of site staff, volunteers, and interns across multiple locations.

### **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 stand, sit, and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. The employee is expected to work both inside and outside in a variety of temperature and weather conditions.

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

The standard days and hours of work are Monday through Friday, 8:30a.m. to 5:00p.m. Summer schedule is Monday through Friday, 8:00a.m. to 4:00p.m. However, due to the nature of the job performed, flexible hours including evenings and some weekends will be expected. Occasional overnight stays may also be required.

### **Work Location and Travel**

This position is primarily located in Institute, West Virginia but routine travel statewide and throughout service regions is expected. Additional expected travel may include portions of the United States based on attendance requirements for training and/or reporting for grant purposes. A WVSU vehicle may be used for work-related travel; reimbursement may be granted for personal vehicles should a WVSU vehicle not be available.

### **Required Education and Experience**

A master's degree is required in one of the following fields: education, social work, youth psychology, family and consumer sciences, counseling, or a related area. A combination of experience in coordinating afterschool programs, project management, leadership, curriculum development, formal or informal teaching, and/or organizing youth activities is preferred.

### **Additional Eligibility Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual must be experienced in communicating with youth, stakeholders and agency partners and be able to work independently, often offsite, with minimal supervision. The position requires adherence to standards and guidelines set for by WVSUES, the WVSU Research and Development Corporation, as well as federal guidelines pursuant to the various granting agencies. The individual must exhibit a willingness to work collaboratively and have the capacity for flexibility. Individual needs to be self-motivated, outgoing, and able to work in a team environment. Valid driver's license in good standing is required.

### **Other Duties**

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.

**Closing date:** This position will remain open until filled. However, first consideration will be given to applicants who reply by February 28, 2025.

### **To Apply:**

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates may submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

**Hard copy applications may be sent to:**

ATTN: Search Committee for 4-H Coordinator of Afterschool and Community Programs  
West Virginia State University Research and Development Corporation  
PO Box 1000, 201 Byers Admin. Bldg.  
Institute, WV 25112

**AAP/EEO Statement**

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West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: [ada@wvstateu.edu](mailto:ada@wvstateu.edu).

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state and local law, or arising under Title IX, should be directed to: Carolyn Stuart, EEO Officer, at (304) 204-4018.

**Women, minorities, people with disabilities and veterans are encouraged to apply**