



Job Title: Program Leader for 4-H Youth Development

Department/ Office: WVSU Agricultural Research and Extension

Reports To: Associate Dean/Associate Director of Extension

FLSA Status: Exempt

Office Location: Institute, WV

Summary

The 4-H Program Leader is responsible for supporting the leadership, administration, and evaluation of programs and products of the 4-H Youth Development program area of WVSU Extension. Working in collaboration with the WVSU Agricultural Research and Extension Administration, the 4-H Program Leader will provide visionary leadership for the development of high-impact educational programs and publications in all program areas across 4-H. While providing statewide leadership and coordination for the planning, development, implementation, management, delivery, reporting, and evaluation of the program, the 4-H Program Leader must be able to participate in collaborative work on committees and with partner organizations; and attend, present and represent WVSU at national meetings and conferences. Administrative duties include the supervision of staff; acquiring funds for the program; preparing and managing budgets; ensuring compliance with policies, procedures, and terms and conditions of program grants and contracts; and reporting outcomes of the program.

This is a full-time, 12-month position employed by the West Virginia State University Research and Development Corporation.

Essential Duties and Responsibilities

Program Administration

- Provide statewide leadership in the development, design and implementation of 4-H research-based educational programs to meet the needs of West Virginia's youth including in-school, community-based, afterschool, summer camp, and club formats.
- Partner and actively collaborate with WVSU departments, local and state agencies, educational institutions, nonprofit organizations, community groups, and other stakeholders on a multistate and national level to advance program priorities.
- Ensure program plans are consistent with Extension missions, the USDA-NIFA Annual Plan of Work, and the policies and objectives of the WVSU R&D Corporation.
- Recruit, hire, train, and supervise 4-H Extension staff, interns, volunteers and other assigned direct reports.
- Responsible for assuring compliance with civil rights policies.

- Work cooperatively with other state 4-H program leaders and national leadership at USDA-NIFA.
- Provide technical assistance and professional development opportunities to 4-H staff to increase their skillset, knowledge and efficacy.
- Report programmatic impact and outcomes to clientele, public, funders, administrators and other key stakeholders.

Fiscal Management

- Develop and manage 4-H programmatic budgets including grants.
- Proactively seek, identify, and obtain appropriate external funding through grants, contracts, and industry supported partnerships to support critical programming.
- Responsibly deploy and fulfill reporting requirements of all funding resources.
- Oversee and submit annual programmatic reports to USDA-NIFA.

Program Development

- Provide innovative, visionary leadership and strategic planning with WVSU 4-H and Extension staff on developing and implementing new program initiatives and refreshing existing program content to ensure program relevancy, quality, and innovation.
- Collaborate with 4-H staff and content experts to develop and pilot engaging, research-based curriculum.
- Utilize the expertise of advisory groups, community leaders, public officials, and representatives of intended audiences to analyze data, identify needs, and develop educational programs.
- Collaborate with WVSU Extension and 4-H staff on developing appropriate evaluation tools to collect, track, and analyze program outcomes.

Other

- Ability and willingness to travel across the state, region and nation as needed.
- Represent WVSU Extension and 4-H at local, state and national conferences.
- Actively participate in National 4-H and 1890 Land Grant Extension committees.
- Represent 1890 Land Grant Extension Service 4-H Youth Development with federal, state, and local agencies and educational institutions at regional and national levels.
- Other duties as assigned.

Required Skills, Traits, and Competencies

- Leadership
- Project Management
- Communication and interpersonal skills
- Analytical skills and critical thinking
- Dependability and a strong work ethic

- Maturity and a professional attitude
- Adaptability and flexibility
- Extensive software skills and internet research abilities

Supervisory Responsibilities

The 4-H Program Leader is responsible for the overall direction, coordination, and evaluation of 4-H program areas and carries out supervisory responsibilities in accordance with the organization's policies and applicable state and federal laws. Responsibilities of the position include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplinary employees; addressing complaints and resolving problems.

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

Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Summer schedule is Monday through Friday, 8 a.m. to 4 p.m. However, due to the nature of the job performed, flexible hours, including evenings, weekends and occasional overnights, may be required.

Work Location and Travel

This position is primarily located in **Institute, West Virginia** but routine travel can be expected statewide. Travel may also include various portions of the United States based on attendance requirements for training and/or reporting for grant purposes.

Required Education and Experience

An earned Master's degree in the fields of youth or child development, leadership, education, agriculture, science, public administration or similar is required. Doctoral degree preferred. The successful candidate will have strong written and oral communication skills and a minimum of 3

years of demonstrated experience in program administration. Prior Extension or 4-H experience is a plus but not required.

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, and with minimal supervision. The position requires adherence to standards and guidelines set forth 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.

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.

To Apply

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

Closing date: This position will remain open until filled. However, first consideration will be given to applicants who reply by December 31, 2025.

Hard copy applications may be sent to:

ATTN: Search Committee for 4-H Program Leader
West Virginia State University Research and Development Corporation
P.O. 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.

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@wvstateu.edu

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