



Employment Opportunity

Extension Program Manager

Summary of Position

Facilitate the leadership and life-skill development of 4-H members and participants through guidance, training and support of volunteers in community-based, educational programs.

Qualifications

- Bachelor's Degree in relevant discipline, education or human services and two years of experience in work related to administering educational programs
- Ability to work a flexible schedule (some nights and weekends) and to travel extensively around the county and occasionally across the state.
- Effective human relations and communication skills.
- Computer skills.

Duties/Responsibilities

- Recruit, train, guide, & support 4-H volunteer leaders to support program outcomes, to ensure risk management, and to ensure the programmatic involvement of under-served and under-represented audiences such that all educational programming must be conducted in full accordance with civil rights, Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures
- Develop, organize, plan and coordinate county-based events so they serve as key experiences as well as entry points along pathways through the 4-H Youth Development program. Includes being responsive to local participant needs and concerns.
- Assist with the development, organization, planning and coordinating of state-wide events so they serve as key experiences along pathways through the 4-H Youth Development program.
- Support programs by tracking enrollment information, coordinating evaluation data collection, completing timely reporting and analyzing program effectiveness.
- Contribute as a member of County Extension office team by responding to direct inquiries from county stakeholders and families, and supporting office efforts and initiatives.
- Identify individual professional development goals and seek training in subject area expertise and essential skills, such as group process, facilitation and organizational skills.
- Participate in team meetings and perform related duties as assigned.

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