

**4-H Program Manager  
K-State Extension  
Marais des Cygnes Extension District # 16**

**DESCRIPTION**

The 4-H Program Manager will coordinate and manage the organization and functioning of the Marais des Cygnes 4-H Youth Development program under the direction of the Marais des Cygnes 4-H Youth Development Agent and with the support of the District Director. The 4-H Program Manager shall work with other staff, partner organizations, youth, and volunteers to provide age-appropriate learning experiences to meet the needs and interests of youth ages 7-18 through effective learn-by-doing programs.

**LOCATION**

The 4-H Program Manager will be housed at the Marais des Cygnes Extension District Office in Paola, KS, with program responsibilities in both Linn and Miami Counties.

**COMPENSATION**

The 4-H Program Manager is a full-time (40 hours per week) position starting at \$19 per hour. Office hours are 8 am to 4:30 pm Monday through Friday. The hours do have some flexibility with an occasional evening, Saturday, or Sunday being required.

The position also includes the following benefits: Annual Leave (Paid Time Off), Sick Leave, and an optional Simple 401K. No health insurance is currently offered.

**APPLICATION PROCEDURE**

To apply, send your resume and cover letter by email to [khightow@ksu.edu](mailto:khightow@ksu.edu) or mail/deliver to Karla Hightower, 913 N. Pearl Suite 1, Paola KS 66071. Receipt of your application will be confirmed by email. The position will remain open until a suitable candidate is found. Screening of Applicants will begin on August 18<sup>th</sup>.

A cover letter stating that you are applying for the Marais des Cygnes District 4-H Program Manager Position should be included. The letter should address experiences related to the responsibilities and qualifications.

Resume which includes the following: educational background, professional experience, volunteer responsibilities, volunteer management/teaching experiences, honors, and any information important to communicate the qualifications for this position. Also include the names, email addresses and phone numbers for three professional references familiar with your work.

**QUALIFICATIONS**

Required:

- Passion to work with volunteers and youth using a positive youth development framework.
- Proficient in Microsoft Office 365, social media platforms (Facebook), internet, and email applications.
- High School Diploma, required
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.
- Be approved through required background screening.
- Ability to work flexible hours. The successful candidate will be expected to successfully manage their schedule including some overnight, evening, and weekend events.
- Ability to work independently in a fast paced, project focused environment.
- Excellent communication skills written, verbal and interpersonal.
- Ability to represent K-State Research and Extension Marais des Cygnes Extension District #16 in a professional manner.

Preferred:

- Experience organizing events and activities.
- Experience working with volunteers and co-workers to accomplish goals.
- Experience and skills in program development, teaching, and evaluation.

**RESPONSIBILITIES**

In consultation with the Marais des Cygnes 4-H Youth Development Agent:

1. Organizational and Event Planning, Management, and Support.
  - a. Design, develop, coordinate, and evaluate 4-H events and activities which may include but are not limited to: 4-H Club Day, Day Camps, Camp, County and State Fair, Achievement Celebrations,

- Record Books Screening, National 4-H Week (Window Displays & Posters), Shows, and other educational workshops.
- b. Coordinate youth and volunteer participation in regional, state, national, and international opportunities.
- c. Maintain detailed and accurate records on 4-H enrollment systems and databases of clubs, youth, families, and volunteers.
- d. Collect evaluations and demographics and enter them into the PEARS system.
- e. Tracking program fees and purchases. Invoicing when needed and submitting the requested reports and receipts.
- f. Promote events and activities via social media (Facebook, Instagram), newsletter, flyers, and other avenues as appropriate.
- 2. Provide and Support Educational Opportunities for District Youth.
  - a. Lead educational opportunities for Youth.
  - b. Assist Agent and/or volunteers with preparation and marketing of workshops, day camps, field trips, and other educational opportunities.
- 3. Support effective 4-H Youth Development Program marketing and communication.
  - a. Assist in developing marketing strategies for the recruitment and retention of 4-H families.
  - b. Market program opportunities to the community and encourage youth and volunteer participation.
  - c. Work with the Office Professional to compile and publish a monthly 4-H newsletter for the district to communicate with 4-H families. Maintain 4-H email lists and update them monthly for the Newsletter.
- 4. Work with the 4-H Agent to ensure K-State Extension and 4-H Program mission and policies are followed.
  - a. Participate in 4-H Youth Development program training and updates to remain current in youth development, 4-H programming, delivery impact, and program policies.
  - b. Implement policies according to the Kansas Youth Development policies, Best Management Practices, and information.
  - c. Provide an equal opportunity for all community members.
- 5. Other duties as assigned.

#### **ADDITIONAL INFORMATION**

Questions regarding this position should be directed to Karla Hightower, District 4-H Youth Development Agent, at [khightow@ksu.edu](mailto:khightow@ksu.edu) or 913-294-4306.

A position offer is contingent on a successful pre-employment criminal background check.

This document is a general description of typical job duties, responsibilities, and qualifications of a 4-H program manager. Additional duties, specific qualifications, and work emphasis may vary between individual positions.

**The Marais des Cygnes Extension District #16 is an equal opportunity provider and employer. Background check required.**