4-H Program Manager  
K-State Research and 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 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.

This position will be a full-time hourly position. Some overnight travel and evening and weekend work will be required. Benefits offered with this position will include Annual and Sick Leave as well as an optional retirement benefit.

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.

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. Invoice when needed and submitting requested reports and receipts.
   f. Promote events and activities via social media (Facebook, Instagram), newsletter, flyers, and other avenues as appropriate.

2. Volunteer Management and Development
   a. Enroll, screen, and support volunteers to serve as chaperones, club leaders, and project leaders.
   b. Assist with recruitment of volunteers.
   c. Manage and ensure availability and accuracy of volunteer databases.
   d. Renew volunteer background checks every 3 years.
   e. Collect Volunteer background check fees and keep detailed records of who has paid.

3. Support effective 4-H Youth Development Program marketing and communication
   a. Assist in developing marketing strategies for recruitment and retention of 4-H families.
   b. Market program opportunities to the community and encourage youth and volunteer participation.
   c. Collect and use reliable data to communicate program impact and input into the PEARS system.
   d. Coordinate, compile and publish a monthly 4-H newsletter for the district to communicate with 4-H families. Maintain 4-H email lists.

4. Work with the 4-H Agent to assure K-State Research & 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.
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:
• Bachelor’s degree or combination of education, training and experience which demonstrates the ability to perform the functions of the position.
• Experience organizing events and activities.
• Experience working with volunteers and co-workers to accomplish goals.
• Experience and skills in program development, teaching, and evaluation.

COMPENSATION
The 4-H Program Manager is a full-time (40 hours per week) position at $15 per hour. Work hours are not set, but will be flexible with some evenings, weekends, and overnights required. The 4-H Program Manager work week will start on Saturday and go through Friday.

The position also includes the following benefits: Annual Leave (Vacation), 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 or mail/deliver to Karla Hightower, 913 N. Pearl Suite 1, Paola KS 66071. Receipt of your application will be confirmed by email. The application deadline is October 14, 2021.

Cover letter stating that you are applying for the Marais des Cygnes District 4-H Program Manager Position. The letter should address experiences related to the above 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.

Question regarding this position should be directed to Karla Hightower, District 4-H Youth Development Agent, at 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 Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Background check required.