

POSITION X2413	Extension Specialist, Volunteerism
LOCATION	University of Tennessee, Institute of Agriculture, Extension, Knoxville, TN preferred, other statewide locations will be considered
EFFECTIVE DATE	May 1, 2024. Screening of applicants' credentials will begin immediately and continue until the position is filled.

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance; State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The University of Tennessee Extension seeks candidates to fill the Extension Volunteerism Specialist position. The Volunteer Specialist will provide leadership in building system capacity within the University of Tennessee Extension to effectively engage and support volunteers. The Specialist will conduct, facilitate, and disseminate research related to emerging and contemporary issues affecting volunteerism and volunteer management. Collaborating with specialists and agents, the Specialist will develop and implement strategies to attract, develop, and retain an appropriately diverse group of volunteers who will be demographically reflective of the communities they serve. By developing effective partnerships with subject matter specialists, the Specialist will increase the number and variety of volunteer opportunities within UT Extension thus expanding the reach and visibility of UT Extension programs.

RESPONSIBILITIES

With direction from the UT Extension Evaluation and Staff Development Director, and in collaboration with the University of Tennessee Extension Dean, the responsibilities of the UT Extension Volunteerism Specialist include but are not limited to:

- Develop volunteer leadership best practices, curricula, and professional development for UT Extension.
- Lead the development of and provide updates to a volunteer management monitoring system to streamline required documentation and coordinate risk management efforts.
- Work cohesively with state level program area specialists to implement a statewide volunteerism committee, conference and other efforts as needed.
- Provide statewide leadership for volunteer education and recognition as well as the recruitment of diverse volunteers.
- Develop and implement training for support staff with volunteer management responsibilities.
- Lead professional development and enrichment experiences for volunteers.
- Communicate the impacts of the UT Extension volunteer program to key stakeholders.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

QUALIFICATIONS

Required Education:

- Earned master's degree in Agriculture, Family & Consumer Sciences, Extension Education, Volunteer Administration, Community Development, Leadership, or closely related field and significant professional Extension experience. All applicants graduating prior to the position start date are welcome to apply.

Preferred Education Requirements:

- Earned doctorate in Agriculture, Family & Consumer Sciences, Extension Education, Volunteer Administration, Community Development, Leadership, or closely related field. Degrees in other fields will be considered for candidates with professional Extension experience.

Required Experience:

- Experience in designing and implementing community-based Extension or non-formal educational programs through the engagement of volunteers.
- Interest in and demonstrated skills in effective program evaluation.
- Demonstrated ability to work with volunteers and diverse audiences.
- Demonstrated ability to design, promote, implement, and evaluate youth and adult development programs based on experiential learning principles.
- Excellent written and oral communication skills
- A commitment to working with diverse clientele and colleagues.

Preferred Experience Requirements:

- Resource development experience in support of programming efforts
- Demonstrated experience developing effective online educational programs and marketing materials, including the use of social media
- Administrative/supervisory experience.
- Demonstrated skills in team leadership and problem-solving.

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CAREER OPPORTUNITY

TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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212 D Morgan Hall Fax: (865) 974-0882
Knoxville TN 37996-4525

E-mail: UTExtensionPersonnel@utk.edu
Web Site: <http://utextension.tennessee.edu>

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