

POSITION X2457	Extension Program Leader – 4-H Youth Development
LOCATION	The University of Tennessee, Institute of Agriculture, Western Region Office, Jackson, TN
EFFECTIVE DATE	December 1, 2024 Screening of applicants' credentials will begin October 6, 2024 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 Extension Program Leader is responsible to the Regional Director in the Western Region for the planning, development, implementation, evaluation and reporting of county and region 4-H Youth Development programs in 31 counties.

RESPONSIBILITIES

- Provide leadership for developing, implementing, evaluating and reporting region-wide programs in 4-H Youth Development.
- Provide programmatic leadership and support for identified priority programs consistent with county, state and national priorities.
- Assist county and area staff through training, coaching, and support in evaluating and reporting on outcome-based programs.
- Maintain a close, ongoing working relationship with the UT and TSU State 4-H Youth Development Leaders. A collaborative relationship will be maintained with all county staff, regional staff and state Extension specialists.
- Maintain a professional schedule to coordinate multi-county, regional and statewide programs.
- Provide leadership for programs that meet the needs of all eligible clientele regardless of race, color, national origin, age, sex, disability, religion or veteran status.
- Assist county and area staff in using effective Extension marketing resources.
- Assist recently employed personnel in developing and implementing a Professional Development Plan and work closely with new employees during their probationary periods.
- Work with County Directors to onboard new 4-H Youth Development agents.
- Collaborate with County Director in evaluating applicants for county and area positions and chairing county-based search committees as needed.
- Recommend, coordinate, plan, conduct, and evaluate in-service trainings for area and county Extension professionals, in cooperation with leadership teams and specialists.
- Assume other duties as assigned.

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.

REQUIREMENTS

- Bachelor's degree in Agriculture, Family and Consumer Sciences or a field related to Education and/or Youth Development is required.
- Master of Science degree in Agriculture, Family and Consumer Sciences, Extension Education, or closely related field of study.
- Extension experience is required. County-level Extension experience is preferred.
- A demonstrated ability to plan, implement, organize, work independently, and collaborate effectively.
- Proven track record of effective communication including coaching, mentoring, and teaching.
- Must be able to meet travel requirements for the position.
- Working knowledge of current software programs including Microsoft Office.

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.

Tracey Sullivan

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Agriculture & Natural Resources
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