

POSITION X2472	Extension Specialist
LOCATION	University of Tennessee, Institute of Agriculture, Extension, Department of 4-H Youth Development
EFFECTIVE DATE	February 1, 2025

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 4-H Camping Specialist position exists to provide leadership for the statewide 4-H residential camping program, focusing on planning, implementation, and evaluation of educational programming. Responsibilities include coordinating summer staff training, increasing program capacity through marketing, partnerships, and fund development, including grant writing to support 4-H centers with infrastructure and programmatic needs. The position works to ensure long-term goals of the 4-H strategic plan for camping are on track, and develops marketing toolkits and promotional materials. Additional duties include maintaining up-to-date state camping program guidelines, coordinating curriculum, managing communication and registration, and ensuring compliance with UT and ACA policies. The specialist also provides training to county extension professionals, authors educational publications, and supports statewide 4-H events.

RESPONSIBILITIES

- Develop and design statewide 4-H camp programs, including programs, activities, and training resources for youth participants, camp staff, and volunteers.
- Collaborate with 4-H center staff and county 4-H agents to create programs, identify emerging youth trends, and ensure camp offerings remain current and relevant.
- Plan and deliver training programs for camp staff, volunteers, and county agents, to ensure quality programming, safety, and positive youth development.
- Identify training needs and secure funding sources to support these initiatives.
- Develop and execute statewide marketing strategies to promote 4-H camp programs to youth, families, and stakeholders across multiple media platforms.

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.

- Provide county extension offices and 4-H centers with promotional materials, educational resources, and essential information for successful camp preparation, including timelines, fees, and checklists.
- Identify and pursue funding opportunities, manage grants, and cultivate relationships with donors and partners to secure resources for camp programs and participant scholarships.
- Monitor, assess, and evaluate the effectiveness of camp programs using data collection and participant/staff feedback in order to enhance camp experiences and outcomes.
- Build and maintain relationships with community partners, state 4-H programs, external stakeholders, and educational institutions to enhance resources, expand outreach, and support collaborative initiatives.
- Ensure compliance with all safety standards, risk management procedures, ACA camp policies, and state/national guidelines for youth camps.
- Develop and implement risk mitigation strategies, crisis management plans, and safety protocols to protect participants and staff.
- Handle statewide reporting, including preparing annual reports, managing program data, and ensuring compliance with organizational policies.

QUALIFICATIONS

Required:

- Requires a Master's degree in the appropriate discipline or substantial work experience which demonstrates promise in teaching, Extension and/or service in alignment with the appointment. Expertise in education, youth development, camping, Extension, or related fields. Proven skills in program development and evaluation. Strong oral and written communication abilities. Capable of managing multiple tasks in a dynamic environment. Excellent interpersonal and public relations skills. Valid driver's license and vehicle for travel; availability for evenings and weekends. Ability to work with volunteers and youth. Demonstrated capability in conducting innovative programs, teaching, implementing research, securing funding and managing grants.

Preferred:

- PhD in the appropriate discipline. Previous summer camp management experience. Proficiency with the use of technology --- including Microsoft Office suite, Google Workspace, and others.

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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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