

**Extension Program Leader, FCS/4-H Youth Development (X2502)****University of Tennessee Extension, Eastern Region****Position Summary**

The Extension Program Leader is responsible for planning, developing, implementing, evaluating and reporting county and regional programs for youth and adult audiences in the area of 4-H youth development and family and consumer sciences. The position will provide subject matter, program, leadership and teaching support for identified county, region, state and federal priority programs consistent with area-specific priorities. The position will also plan, develop, conduct and evaluate the in-service training programs to help meet the developmental and educational program needs of the county.

**Job Description**

The Extension Program Leader is responsible to the Regional Director in the Eastern Region for the planning, development, implementation, evaluation and reporting of county and region Family and Consumer Sciences and 4-H Youth Development programs in 33 counties

**Responsibilities**

- Provide leadership for developing, implementing, evaluating and reporting region-wide programs in Family and Consumer Sciences.
- Provide leadership for developing, implementing, evaluating and reporting region-wide 4-H Youth Development programs in partnership with Agriculture and Natural Resources Program Leader and 4-H Program Leader.
- 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 Assistant Dean responsible for Family and Consumer Sciences programs and the Director for 4-H Youth Development. 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.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, religion, sex, marital status, parental status, sexual orientation, gender identity, national origin, disability, age, genetic information, veteran status, or any other characteristic protected by federal or state law. 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 (VTTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

- Assist recently employed personnel in developing and implementing a Professional Development Plan and work closely with new employees during their probationary periods.
- Collaborate with the Regional Director in evaluating applicants for county and area positions; serve on 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.

## Qualifications

### Education/Experience

- Bachelor of Science degree in Family and Consumer Sciences or closely related field.
- Master of Science degree in Family and Consumer Sciences, Extension Education, or closely related field of study. An earned doctorate is preferred.
- 5 years of experience in Extension or similar educational organization and proven ability to serve in leadership role. County-level Extension experience is preferred.

### Knowledge, Skills, & Abilities

- 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.

## Work Location

On site

## Compensation and Benefits

- Starting Salary Based on Education & Experience: \$xxx
- **Benefits:** Group hospitalization and life insurance; State 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. Find more information on UT Benefits [here](#).

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## Application Instructions

Please complete an application online by clicking the link: [Apply for Extension Educator Positions](#)

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.

For information contact:

Kelli Roberson, Regional Director

UT Extension

1801 Downtown West Blvd.

Knoxville, TN 37919

Phone: (865) 200-4509

Fax: (865) 200-4500

E-mail: [krobers1@utk.edu](mailto:krobers1@utk.edu)

## About The College/Department/Division

UT Extension provides a gateway to the University of Tennessee as the outreach unit of the Institute of Agriculture. It is a statewide educational organization, funded by federal, state and local governments, that brings research-based information about agriculture, family and consumer sciences, and resource development to the people of Tennessee where they live and work.

## Additional Information on all postings provided by UTK

### About Us

With over 225 years dedicated to education and research, and as one of the 100 largest employers in Tennessee, there is endless potential to discover at the University of Tennessee, Knoxville. This advanced academic center comprises 17 degree-granting colleges and schools, 900+ programs of study, 547 graduate programs, and is home to over 7,500 employees statewide who support the continued growth of the state's flagship land-grant university. The University of Tennessee Institute of Agriculture, Anthropological Research Facility, Space Institute, and the UT Institute of Public Service are acclaimed entities of the UT system and with nearby affiliate, Oak Ridge National Laboratory, Rocky Top is a university on the rise. UT Knoxville considers its employees its number one asset and with values that focus on work-life balance, compensation, and innovative leadership, all Vols are supported to advance professionally. Employees have access to career development and coaching, continued education, and an extensive list of development and training possibilities. The Volunteer employee experience implements structures and practices that attract and retain a diverse community and that support a culture where everyone matters and belongs. Apply today and join the Vol Family for life!

Ranked nationally as "Best Employer for New Graduates", "One of America's Best Large Employers", "Best Workplace for Women," and has been designated as "Best Place for Working Parents" by Forbes Magazine.

## EEO/AA STATEMENT / NON-DISCRIMINATION STATEMENT

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to, and will not be discriminated against on the basis of, race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

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