

**Extension Program Leader, 4-H Youth Development (X2530)****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 4-H Youth Development. 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 4-H Youth Development programs in 33 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 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 the Regional Director and 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.

## Qualifications

### Education/Experience

- 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.
- 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

Onsite at the UT Extension Eastern Region office in Knoxville, TN.

## Compensation and Benefits

- Starting Salary Based on Education & Experience
- 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](#).

### 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!

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