

POSITION X1939	4-H Youth Development Director and Statewide Program Leader
LOCATION	The University of Tennessee, Institute of Agriculture, Knoxville, TN
EFFECTIVE DATE	May 1, 2020. Screening of applicants' credentials will begin January 2, 2020 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 benefit 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 is seeking applications and nominations for the position of 4-H Youth Development Director and Statewide Program Leader. This is a 12-month position based in Knoxville, Tennessee with statewide responsibilities.

The University of Tennessee Extension 4-H Youth Development Director provides leadership to the 4-H Youth Development Department as well as statewide leadership to the 4-H Youth Development Program. The Statewide Program Leader position works with state, regional and county 4-H staff and volunteers to provide youth development opportunities to over 180,000 Tennessee youth enrolled in the program. The goal of the 4-H Youth Development Program is to provide educational opportunities that stimulate young people to gain knowledge, develop life skills, live healthy lives, make intelligent career choices and form positive attitudes. The 4-H Youth Development Department is a vital link connecting the resources of the University of Tennessee to youth across the state, and its innovation and excellence have resulted in nationally recognized programs. Educational programs are research or evidenced based with an evaluation component that documents impact across 27 4-H project areas. The department has 11 staff members housed in Knoxville, TN that work with over 120 4-H FTE statewide in 95 counties that span three regions.

DUTIES AND RESPONSIBILITIES

- Serve as a member of the UT Extension administrative team.
- Work collaboratively with Tennessee State University administrators and staff to deliver 4-H programming in Tennessee
- Personnel supervision including hiring, management and disciplinary action for the 4-H Youth Development Department staff and three 4-H Center managers
- Provide visionary leadership and direction for the planning, development, implementation, evaluation and reporting of a statewide 4-H Youth Development Program, offered through in-school, after-school, community and project clubs
- Recruit, motivate and strengthen faculty and staff through active engagement, mentoring and professional development programs

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.

- Work closely with department heads, administrators, regional staff, agents, state specialists, and advisory committees in developing collaborative and interdisciplinary programs, events and activities
- Provide fiscal oversight and management of the department's budget, which consists of sponsored, state and federal funding as well as the Tennessee 4-H Foundation
- Establish and enhance partnerships with key state and national partners
- Provide leadership for effective volunteer recruitment, engagement, development and management
- Share leadership in UT Extension's commitment to program participation representative of the diversity of Tennessee's population
- Provide leadership in developing and maintaining effective teamwork among state, region and county professionals and volunteers
- Serve as liaison between UTIA, stakeholders, partners, donors, alumni, 4-H youth and the Tennessee 4-H Foundation
- Supervises, defines expectations and evaluates the Tennessee 4-H Foundation Executive Director
- Work collaboratively with Lone Oaks Farm to enhance and develop the 4-H statewide camping program and STEM educational activities
- Provide vision and leadership to expand enrollment in all areas of the state with particular attention to underserved youth in 4-H programs
- Ability to travel frequently

QUALIFICATIONS

Education:

Candidates must have an earned master's or doctorate degree in Education, Youth Development, Agriculture, Natural Resources, Family and Consumer Sciences, or closely related field. An earned doctorate in one of these fields is preferred.

Experience:

Candidates must have demonstrated leadership skills and abilities. Candidates must possess an outstanding record of Extension programming and demonstrate a broad understanding of 4-H Youth Development programming within the Land Grant University system. Preference will be given to candidates that have experience in 4-H Youth Development programming at both the county and state-wide level.

Skills:

The 4-H Youth Development Director and Statewide Program Leader will have significant knowledge and understanding of 4-H Programming. Desired skills include:

- Progressive 4-H Youth Development experience including knowledge of, appreciation for, and commitment to the philosophy and programs of land grant institutions

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- Ability to inspire, lead and effectively manage staff and youth development programs
- Excellent communication and active listening skills
- Ability to develop and maintain effective partnerships and working relationships with internal/external stakeholders and other diverse audiences
- Demonstrated commitment to quality programs and personal integrity
- Budget administration experience and accountability of resources
- Demonstrated ability to supervise staff both programmatically and administratively
- Demonstrated ability to engage with youth
- Committed to promoting and fostering diversity
- Committed to transparency in decision making

TO APPLY:**NOMINATION AND APPLICATION PROCEDURE**

Applications and nominations will be accepted until a successful candidate has been identified. Interested parties are required to apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Application materials must include:

- Letter of interest illustrating a vision for the future of the Tennessee 4-H Youth Development Program and detailing leadership philosophy
- Resume or curriculum vitae
- Names, addresses, telephone numbers and e-mail addresses of five professional references that the Search Committee may contact
- Official transcripts showing degrees conferred

For information contact:

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