

4-H Youth Program Associate - Caroline County

Position Information

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Working Title: 4-H Youth Program Associate - Caroline County

Role Title: Education Support Specialist II

Posting Number: SW0190071

About Virginia Tech: Virginia Tech is a public land-grant university, committed to teaching and learning, research, and outreach to the Commonwealth of Virginia, the nation, and the world. Building on its motto of Ut Prosim (that I may serve), Virginia Tech is dedicated to InclusiveVT—serving in the spirit of community, diversity, and excellence. We seek candidates who adopt and practice the Principles of Community, which are fundamental to our on-going efforts to increase access and inclusion, and to create a community that nurtures learning and growth for all of its members. Virginia Tech actively seeks a broad spectrum of candidates to join our community in preparing leaders for the world.

Position Summary: 4-H Youth Development program seeks individual to assist in developing and delivering 4-H educational programming for youth ages 5-18 through in-school, after-school and 4-H Club programming in accordance with established VCE policies. In addition, this position will assist in planning and marketing 4-H Camp, recruiting and training teen counselors and adult volunteers and attend 4-H Camp. This position will be key in promoting 4-H to the local community and recruiting members and volunteers to achieve a diverse group.

Additional Tasks:

- Compose routine correspondence and social media updates; regularly communicates with colleagues, volunteers, collaborators and stakeholders.
- Create and maintains records and files in accordance with established procedures alongside Unit Administrative Assistant; organizes information, prioritizes tasks.
- Utilize Microsoft Excel, Access, Google Drive and other Office applications. Reviews and assists with maintenance of 4-H member and volunteer databases in accordance with state and national requirements.
- Deliver effective oral presentations on a regular basis.
- Establish effective working relationships with office staff, Extension Leadership Council members, programs volunteers and the general public.
- Performs related tasks with all Agents and staff in the VCE office as required.

Required Qualifications:

- Experience relevant to the role of the position
- Strong interpersonal skills
- The ability to work with minimal supervision, in a highly visible and fluid environment
- Ability to direct or supervise volunteers and individuals as needed

-Course work in Education, Science, Animal Science and/or Youth Development related field

Preferred Qualifications: -Knowledge of the 4-H program desirable
-Experience with Microsoft Word, Publisher and internet applications
-Bachelor's Degree in Education, Science, Animal Science and/or Youth Development related field

Employment Conditions: Must have an acceptable and safe driving record, Must have a driver's license check

Must have a conviction check: Yes

Describe Other: Ability to meet travel requirements associated with this position; must provide own transportation and pass driving and conviction check.

Employment Comments: Applicants are encouraged to attach a resume, cover letter, and a list of references.

How to Apply for this Job: Apply online at www.jobs.vt.edu

Posting #SW0190071

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

Appointment Type: Temp, non-salaried wage

If restricted or temporary, enter end date:

FLSA Status: Non-exempt: Eligible for overtime

Academic Year or Calendar Year: Calendar Year

Percent Employment: Part-time

If part time, enter Percent Time:

Pay Band: 3

Pay Range: Commensurate with Experience

Department: Northern District Coop. Extension

Work Location: Other - Virginia

Location, if not Blacksburg: Caroline County

Location Zip Code: 22427

Work Schedule: Varies

Posting Date: 01/23/2019

Review Begin Date:

Job Close Date: 02/22/2019

Restricted to university employees only? No

Equal Opportunity/Affirmative Action Statement: Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

Reasonable Accommodation Statement: If you are an individual with a disability and desire accommodation please contact the hiring department.

Quick Link: <http://listings.jobs.vt.edu/postings/93658>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you first learn about this job opening?
 - Chronicle of Higher Education - online
 - Chronicle of Higher Education - print
 - Higher Ed Jobs (www.higheredjobs.com)
 - Higher Education Recruitment Consortium - HERC (www.hercjobs.org)
 - Diverse Jobs (www.diversejobs.net)
 - Insight Into Diversity (www.careers.insightintodiversity.com)
 - Indeed (www.indeed.com)
 - Roanoke Times Online (www.jobs.roanoke.com)
 - Commonwealth of Virginia Jobs (www.jobs.virginia.gov)
 - Virginia Tech job site (www.jobs.vt.edu)
 - Facebook
 - LinkedIn
 - Twitter
 - Job Fair (please describe below)
 - Journal (please describe below)
 - Listserv (please describe below)
 - Newspaper - print (please describe below)
 - Professional Conference (please describe below)
 - From a friend/acquaintance not associated with Virginia Tech (please name below)
 - From a Virginia Tech employee/representative/recruiter (please name below)
 - Veteran related event/site (please describe below)
 - Virginia Employment Commission - VEC
 - Other Virginia Tech affiliated website (please describe below)
 - Other job board such as Simply Hired, Career Builder, etc. (please describe below)
 - Other - Not listed (please describe below)
2. Please describe recruiting source identified in previous question (if applicable):

(Open Ended Question)

Required Documents

Required Documents

None

Optional Documents

1. Resume/Curriculum Vita
2. Cover Letter
3. List of References