



UNIVERSITY OF GEORGIA
EXTENSION



Office of the Associate Dean

142 Cedar Street
111 Conner Hall
Athens, Georgia 30602
TEL 706-542-3824
caesext@uga.edu
www.extension.uga.edu

Building, Suite #

Address

Athens, Georgia 30602

TEL 706-542-0000 | FAX 706-583-

0000

jdoe@uga.edu

www.uga.edu

Title: 4-H Youth Program Leader and Director of Georgia 4-H (State 4-H Leader)

Salary: Commensurate with qualifications and experience.

Position Summary:

The University of Georgia, College of Agricultural and Environmental Sciences (CAES) is seeking a visionary leader for the position of 4-H Youth Program Leader and Director of Georgia 4-H. Reporting to the Associate Dean of Extension, the State 4-H Leader serves a key role on the Extension Leadership Team in furthering the mission of 4-H throughout Georgia. The successful candidate will possess the background and ability to develop a strategic vision and deliver non-formal education in response to the changing needs of Georgia youth; support diversity and inclusiveness in youth programming, as well as 4-H faculty and staff recruiting; enhancement of extramural funding to support faculty scholarship, programming, and facilities.

The State 4-H Leader directs a large organization with the assistance of two Associate State 4-H Leaders: the Facilities and Residential Programs leader and the Program and Operations leader. Including the two associate state leaders, the State 4-H Leader has six direct reports: fiscal affairs manager, executive director of the 4-H Foundation, IT director and marketing/public relations coordinator. The State Leader oversees the work of the 4-H public service faculty comprised of 13 Extension 4-H specialists with responsibilities in curriculum & staff development, agriculture & natural resources, healthy living and leadership & civic engagement. The University of Georgia 4-H program reaches over 240,000 participants annually through in-school, after-school and non-traditional delivery models by 120 County Extension Agents, over 225 Educators, Program Assistants, and AmeriCorps members as well as thousands of volunteers. Georgia 4-H also operates five residential 4-H Centers and a day-use Nature Center. Serving 110,000 guests per year, these facilities provide summer camping programs and school-year environmental education programs for over 50,000 students annually. The total operating budget exceeds \$20 million. Additional funds are provided for new construction and major renovations with private gifts and public appropriations.

This is a 12-month Open Rank faculty position located in Athens, Georgia.

Required Qualifications: A Master's degree is required in a field related to Cooperative Extension, Education, Social Sciences, Management, or Public Administration. The successful candidate must currently hold the rank or be able to qualify for the rank of Senior Public Service Associate (or equivalent rank) at the University of Georgia. More information may be found here: <https://outreach.uga.edu/wp-content/uploads/2021/05/Guidelines-for-Appointments-and-Promotion-2021.pdf> and <https://provost.uga.edu/policies/appointment-promotion-and-tenure/promotion-tenure-criteria/>

Preferred Qualifications: Ph.D. or Ed.D. from an accredited university in a related field, administrative and strategic leadership experience in the 4-H environment, proven ability to effectively manage faculty and staff recruitment efforts, personnel and volunteer relations, budget management, constituent relations, and fund-raising. Demonstrated knowledge and background in a county extension role is highly preferred but not mandatory. Experience in ensuring civil rights requirements under USDA-NIFA and accomplishments in advancing diversity within an organization is strongly preferred.

Primary Responsibilities:

- Ensures at all levels (county, district and state) that Georgia 4-H faculty, staff and volunteers provide a safe learning environment for youth participants and is responsible for ensuring all activities meet UGA's policy for Programs Serving Minors.

Commit to Georgia | give.uga.edu

An Equal Opportunity, Affirmative Action, Veteran, Disability Institution

- Demonstrates excellence in budget management, personnel administration, performance evaluations, employee and volunteer relations, recruitment, retention, and development. This includes oversight of Departmental Sales and Service Accounts, state appropriated funds for personnel, maintenance and operations, 4-H Foundation operating and investment funds, facility reserve account, and trusts. Effectively delegates functions to the two Associate State 4-H Leaders as appropriate.
- Works closely with the four District 4-H Program Development Coordinators (UGA Public Service Faculty) to assess the needs of county Extension 4-H programs and develop plans for the State 4-H faculty and staff to provide training and resources for county programs.
- Provides oversight of operations of all 4-H facilities with designated personnel in the 4-H Department.
- Oversees all phases of program planning, including needs assessment, program development, implementation, evaluation, and fund development.
- Oversees the delivery of high-quality extension youth development programs in cooperation with appropriate Extension leaders and public, private, and home school audiences.
- Directs the private fund development process and sets the funding priorities for the state 4-H program. Supervises the staff of the Georgia 4-H Foundation which is an independent foundation with the primary mission to support the programs and facilities of Georgia 4-H.
- Strongly supports 4-H Extension faculty in scholarship engagement and publication of these works, applied research advancing the youth development profession, and guides faculty through the Public Service promotion process.
- Works effectively with and represents 4-H faculty to University administrators, colleges and departments including other UGA Public Service Units, Fort Valley State University Extension, state and federal agencies, other youth serving organizations, the agricultural industry of Georgia, local governments and boards of education serving both urban and rural communities.
- Serves as Secretary of the Georgia Extension 4-H Foundation, ensures all counties in the state file IRS 990 and provides affiliate statuses are maintained annually.
- Ex-Officio member of the Georgia 4-H Foundation Board of Trustees and Georgia 4-H Advisory Committee; liaison to the Georgia 4-H Master Club & Georgia 4-H Camp Counselor Alumni Association.
- Represents UGA on the Southern Program Leaders Network and National 4-H Program Leadership.
- Other duties as assigned by the Associate Dean for Extension, College of Agricultural and Environmental Sciences.

Applications and Nominations: Applications received by **July 10, 2022**, will be assured full consideration; however, the screening will continue until the position is filled. Applicants should submit via UGAJobs <https://www.ugajobsearch.com/postings/261703>: 1) formal letter stating the applicant's qualifications for the position; 2) statement discussing your vision for the department, leadership philosophy ensuring direct examples of this philosophy in action, and accomplishments related to diversity, equity, inclusion and accessibility. 3) current resume that includes a list of scholarly contributions; and 4) list of references with contact information including email addresses. References will not be contacted without further communication with the applicant. Questions and/or other inquiries should be directed to the search committee chair, Mrs. Melinda Miller, mdmiller@uga.edu, UGA SW District Extension 4-H Program Development Coordinator, 15 RDC Road, Tifton, GA 31793. Phone: 229-386-3414.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.