

4-H Program Coordinator POSITION OPENINGS

PRIMARY AREA OF RESPONSIBILITY:

The 4-H Program Coordinator (program assistant) is responsible for coordinating and managing the comprehensive 4-H Youth Development program in K-State Extension Post Rock District. While the primary focus of this position is to coordinate and manage the assigned county's 4-H program, the professional is expected to support, assist with, and enhance the Post Rock District's comprehensive 4-H Youth Development program. The professional may be asked to provide general support to the local unit's K-State Extension educational program as needed.

CURRENT OPENINGS:

K-State Extension Post Rock District is seeking 4-H Program Coordinator support for Mitchell, Jewell, and Smith Counties. Candidates seeking part-time OR full-time positions will be considered during the hiring process to meet the needs of the local unit. A part-time position will be assigned one county of focus in addition to district-wide program assistant roles. A full-time position will be assigned to two counties of focus in addition to district-wide program assistant roles.

A seasonal part-time position may be negotiated for the 2026 spring/summer season for the right candidate.

APPLICATION PROCEDURE:

Submit a cover letter, resume, and contact information for three references to be considered for this position. An application can be completed in lieu of the above-mentioned items. The application can be accessed at www.postrock.ksu.edu.

Position is open until filled. To apply, submit documents to a Post Rock District Office or by email to Nora Rhoades, District Director, at nrhoades@ksu.edu. Email subject: "4-H Program Coordinator Position".

For more information, contact Nora Rhoades, District Director, at 785-378-3174 or nrhoades@ksu.edu.

Kansas State University, K-State Extension Post Rock District, is an equal opportunity provider and employer. A criminal background check is required.

EMPLOYER AND SUPERVISOR:

The Post Rock District Extension Board provides the salary and benefits for this position. The 4-H Program Coordinator is supervised by the District Director, with supervision support from other Extension Agents. The 4-H Youth Development Extension Agent will provide programmatic oversight to the 4-H Program Coordinator.

LOCATION AND HOURS OF WORK:

K-State Extension Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The extension unit has offices in Beloit, Lincoln, Mankato, Osborne, and Smith Center, KS.

The professional will have a primary office assigned to them. Generally, work is to be conducted during business hours, from the office setting. Community engagement, meetings, outreach, programming, and professional development will take place at appropriate out-of-office locations. Some early mornings, evenings, and weekend working hours will be expected for this position, requiring a balance between non-traditional work times and time in the office setting. Some chaperone and transportation responsibilities will be expected at overnight events.

PART-TIME OR FULL-TIME POSITION:

A 4-H Program Coordinator hired in a part-time position will work less than 999 hours per calendar year. The professional should plan to work more than 950 hours per year to meet the position's responsibilities. Hours of work will vary based on seasonal responsibilities, offering flexibility to the employee. Generally, the professional will work a minimum of 10 hours per week in the office setting, spread over multiple business days. Salary will be paid monthly based on hours worked.

A 4-H Program Coordinator hired in a full-time position will have a primary office, with the expectation of maintaining regular office hours at the second assigned county office to coordinate two county 4-H programs. Salary will be paid monthly based on a 40-hour work week.

Contact the Post Rock District Director to discuss seasonal part-time employment, if this is an opportunity of interest.

QUALIFICATIONS:

Educational background or professional experience in the related field is preferred. The ability to represent K-State Extension in a professional manner is required. Access to a personal vehicle and the ability to obtain/maintain a valid driver's license is required.

The ideal candidate will have:

- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Ability to work independently and collaboratively with individuals, groups, and coworkers to accomplish goals. Comfortable working with volunteers and public partners.
- Experience working with youth across multiple age groups in both formal and informal settings.
- Ability to coordinate events and educational activities. Experience related to program development, teaching, and event planning.
- Ability and confidence to communicate effectively, both orally and in writing, with individuals and groups through in-person, print, and digital media delivery platforms.
- Competence using electronic communication and computer applications to fulfill responsibilities.

BENEFITS:

Employee benefits for this position will include Social Security with the employer contributing the employer's share of the hourly wage each month to the Social Security Administration. This is a non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act. Compensation will be paid per hour of work, and pay periods will be monthly.

Reimbursement for authorized travel expenses will be made by the Post Rock District. The reimbursement will be made at the official State of Kansas travel rates. This position qualifies for a cell phone allowance. Post Rock District has a generous 15-day holiday closure schedule per calendar year. Plus, holiday closure on all workdays between Christmas and New Year's Day. Additional benefits, such as KPERS, a monthly health allowance, and earned paid time off, are available to full-time employees.

Questions about benefits for this position can be directed to the Post Rock District Director.

GENERAL RESPONSIBILITIES OF THE 4-H PROGRAM COORDINATOR:

As part of K-State Extension in the Post Rock District, the 4-H Program Coordinator supports positive youth development and strengthens the district-wide 4-H Youth Development program through the following responsibilities:

- Represent Post Rock District, K-State Extension, Kansas 4-H, and Kansas State University professionally while engaging with the public and performing duties.
- Demonstrate self-motivation and ability to work independently, managing multiple projects with minimal supervision.
- Communicate effectively through digital, print, and face-to-face platforms, demonstrating competence with electronic communication and computer applications.
- Organize and manage resources, tasks, and volunteers to deliver high-quality programs in a fast-paced environment.
- Coordinate outreach and program delivery using research-based methods that address community needs. Collaborate with the District 4-H Youth Development Agent and coworkers to plan, implement, and evaluate programs, events, and outreach aligned with K-State Extension, Kansas 4-H, and Post Rock District priorities.
- Coordinate and facilitate the success of the local 4-H clubs and councils. Practice timely, effective, and consistent communication and support.
- Promote 4-H membership. Manage enrollment systems with the local office professional. Ensure accurate data and compliance with policies.
- Assist with financial accountability for local 4-H programming and affiliated groups, including fee collection, recordkeeping, reporting, and annual review expectations.
- Utilize volunteers to initiate and plan youth leadership, citizenship, and educational opportunities. Steward the district volunteer management process at the local level, including recruitment, enrollment, screening, and training.
- Serve as a liaison to the county fair board to coordinate 4-H participation in fair-related activities.
- Support youth involvement in local, district, regional, state, national, and international 4-H opportunities, serving as an event chaperone when assigned.
- Plan and facilitate educational activities and events, with an interest in reaching new and underserved audiences. This may include school enrichment, day camps, workshops, and other interactive experiences aligned with the district program and leadership provided by the District 4-H Youth Development Agent.
- Maintain confidentiality and uphold ethical standards when handling sensitive information. Complete duties prioritizing equal access and risk management considerations.
- Ensure compliance with K-State Extension and Kansas 4-H policies, best practices, and program guidelines.
- Commit to professional growth and continuous learning through relevant training and development opportunities.
- Carry out other related duties to support the local K-State Extension educational programming and outreach, as assigned.