



WASHINGTON STATE UNIVERSITY  
EXTENSION

# Washington State 4-H Youth Development Program

## Associate Director

### Position # 124955

WASHINGTON STATE UNIVERSITY EXTENSION • RECRUITING THE BEST AND BRIGHTEST

#### APPLICATION PROCESS

Screening of applications will begin May 5, 2017, and will continue until the position is filled.

Apply online at  
<https://www.wsujobs.com>.

Applicants must submit the following to be considered:

1. Cover letter describing your vision for leading the WSU Extension 4-H Youth Development Program, and how your experience meets the responsibilities and qualifications for the position;
2. Curriculum Vitae;
3. Scanned copy of college transcripts; and
4. Three professional letters of recommendation that address your qualifications relative to this position; and

For further information on this position, contact:

Janet Schmidt  
Search Committee Chair  
509.397.6290  
[schmidtj@wsu.edu](mailto:schmidtj@wsu.edu)

For information on WSU Extension and 4-H, visit:

- <http://extension.wsu.edu/>
- <http://extension.wsu.edu/4h/>

For more information on the WSU Tenure and Promotion process, go to:  
<http://cahnrs.wsu.edu/fs/wp-content/uploads/sites/4/2015/06/Tenure-and-Promotion-Criteria-for-Ext-Prog-Unit-Faculty-Revision-FINAL.pdf>

#### TITLE

The Associate Director for the Washington State 4-H Youth Development Program is a full-time, 12-month, non-tenured, promotion-track faculty position at the rank of Assistant Professor, Associate Professor, or Professor.

#### POSITION SUMMARY

The WSU Extension Youth and Families Program Unit is seeking a motivated and experienced individual to serve as the Associate Director for the Washington State 4-H Youth Development Program. The successful individual will provide dynamic and visionary leadership in delivering high quality, research-based, positive youth development educational programs. The Associate Director is responsible for fostering strong and collaborative working relationships with governmental personnel, WSU administrators, the Youth and Family Program Unit Director, and faculty, staff, volunteers and youth with the common goal of preparing youth to reach their full potential. While providing statewide leadership and coordination for the planning, development, implementation, management, delivery, reporting, and evaluation of the program, the Associate Director must be able to work irregular hours and travel, when necessary, to support county and campus faculty and staff; participate in collaborative work on committees and with partner organizations; and attend, present and represent WSU at national meetings and conferences. Administrative duties include the supervision of faculty; acquiring funds for the program; preparing and managing budgets; ensuring compliance with policies, procedures, and terms and conditions of program grants and contracts; and reporting outcomes of the program.

#### RESPONSIBILITIES

- Serve as the institution's director and liaison on matters related to WSU Extension 4-H Youth Development Program and collaborate with the Youth and Family Program Unit Director on supervision and evaluation of faculty.
- Provide innovative, visionary leadership and strategic planning to set the educational tone and direction in the development, funding, marketing, implementation, evaluation, and reporting of research-based youth development programs and outreach activities that align with USDA, university, state, and county priorities.

- Review, access, and interpret published research; local, state and national data; and program needs and to develop a plan-of-work commensurate with institutional resources.
- Build and maintain cooperative, respectful, trusted working relationships with statewide Extension faculty and staff in an environment that fosters diversity, collegiality and the ability to work in a multi-cultural setting.
- Participate actively in collaborative, strategic interdisciplinary partnerships with various campuses, colleges, schools, and departments within WSU; other educational institutions; federal, state, and county government and agencies; private foundations; associations and organizations on a multi-state and national level to advance program priorities.
- Work cooperatively with other state 4-H program leaders and national leadership at USDA-NIFA.
- Mentor faculty to provide research- and outcome-based programming designed to improve the quality of life of youth, meaningful evaluation, and in-depth reporting that leads to peer-reviewed scholarly activities that contribute to county, state and national priorities.
- Review scholarly activities of faculty that include refereed journal articles, Extension publications, and creative products and media as appropriate to an individual's faculty appointment.
- Lead and support diversity and social justice initiatives; monitor program activities to ensure program outreach effectively includes diverse and underserved communities; and provide leadership for civil rights compliance.
- Oversee flexible programs that demonstrate enhanced leadership skills, positive self-esteem, effective communication skills, sound decision-making, and other life skills in program participants through traditional clubs, after school enrichment, short term projects, focused youth education, community-based organizations; Science, Technology, Engineering, and Math (STEM), citizenship, and healthy living programs.
- Make budget recommendations to the Youth and Families Program Unit Director, provide leadership for fiscal and budget management, and monitor accounts to avoid over-spending.
- Maintain and build upon a working relationship with the Washington State 4-H Foundation Board of Trustees to provide fundraising guidance that supports and expands programs and are aligned with programmatic needs.
- Maintain ongoing communication through written and oral reports, electronic methods, meetings, conferences, forums, and training opportunities.

#### **LINE OF RESPONSIBILITY**

- The Associate Director for the Washington State 4-H Youth Development Program reports to the WSU Extension Youth and Families Program Unit Director.

#### **REQUIRED QUALIFICATIONS**

- Earned Master's degree in social sciences, human development, youth development, guidance and counseling, leadership development, volunteerism, education, or an appropriate field of study at the time of application.
- Six years of related experience to the mission of Extension and/or positive youth development.
- Experience in leadership; conflict resolution; group facilitation; and the development, delivery, and evaluation of youth development programs.
- Experience in budgeting, financial planning, personnel management, strategic planning and critical decision-making.

#### **PREFERRED QUALIFICATIONS**

1. Ph.D. in social sciences, human development, youth development, guidance and counseling, leadership development, volunteerism, education, or closely related discipline.
2. Demonstrated record of achievement in scholarship that disseminates innovative approaches and methods in measurable program impacts.
3. Demonstrated record of extramural fund development, including the ability to write successful grant proposals; and recognize, understand, develop, and facilitate opportunities that broker resources for program needs.
4. Demonstrated ability to communicate ideas effectively through written, verbal, and technology communication skills when relating to a variety of audiences, such as elected officials, staff, volunteers, media, and agency administrators/representatives.
5. Demonstrated success working with youth and/or families from varying socioeconomic and ethnic groups, and a commitment to expanding and fostering diversity in program reach for positive youth development.
6. Experience leading and motivating geographically dispersed, successful interdisciplinary and/or multi-agency teams in the development, delivery, and management of positive youth development programs.
7. Knowledge and understanding of the U.S. Land-Grant University system; Extension philosophy and mission; 4-H youth development issues, delivery methods, adult learning theory, experiential education, and the latest applicable research; as well as a vision of future Extension needs and the ability to communicate on these matters.

### **JOB EXPECTATIONS**

- All Extension employees working with youth must be screened. Employment is contingent upon a successful Washington State Patrol and national background check.
- Ability to travel year-round using own reliable transportation (mileage reimbursed) is required. Evening and weekend work is required. The successful candidate must possess a valid driver's license. Current automobile liability insurance (meeting the requirements described in RCW 46.30.020, and RCW 46.09.090) while using a private vehicle for official business is required.
- Extension faculty members are hired into the organization, not into a specific geographical location. It is possible that future circumstances may require relocation.
- Understand and carry out the principles and specific requirements of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Affirmative Action Plan, and all pertinent rules and regulations.

### **SALARY**

Salary is commensurate with available funding and the candidate's academic and professional qualifications. State of Washington benefits and enrollment in TIAA-CREF are included. For more information on benefits at WSU, go to: <http://www.hrs.wsu.edu/benefits>.

### **LOCATION**

This position will be located at the WSU Spokane campus in Spokane, Washington. WSU Spokane is located in the University District along the Spokane River in downtown Spokane. It is the University's urban health sciences education and research campus, and the home of three WSU Colleges: Nursing,

Pharmacy, and the Elson S. Floyd College of Medicine as well as the administrative home of the WSU Extension Youth and Families Program Unit within the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS). The City of Spokane is the second largest city in Washington with a population of 212,000. Spokane County is located in the heart of the Inland Northwest, and serves as a regional hub for opportunities in higher education, medical, shopping, and entertainment. The name of the city was taken from a Native American word meaning "children of the sun," and Spokane receives an average of 260 days of sunshine a year. Spokane is surrounded by mountains, lakes, rivers and parks, making the city a mecca for outdoor recreation including golfing, downhill and cross-country skiing, camping, mountain climbing, hiking, white-water rafting, biking, boating, and fishing. The historic downtown is a major shopping area with numerous restaurants, and home to the Spokane Symphony, Bing Crosby Theater, art museums, and historic buildings. The indoor and outdoor possibilities are limitless.

### **THE WSU EXTENSION YOUTH AND FAMILIES PROGRAM UNIT AND 4-H YOUTH DEVELOPMENT**

WSU Extension engages people, organizations, and communities to advance knowledge, economic well-being, and quality of life by fostering inquiry, learning, and the application of research. The WSU Extension Youth and Families Program Unit is one of three departmental units of WSU Extension within the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) of Washington State University. Housed under the Youth and Families Program Unit, the 4-H youth development program has 23 faculty and 45 administrative professional, civil service and public affiliate staff located throughout the state who are devoted to the work of 4-H positive youth development. Washington State University's 4-H Youth Development program serves a reported 65,000 youth annually through traditional community clubs, school enrichment, after-school, military, and other special interest programs and activities. To learn more about the WSU Extension Youth and Families Program Unit, visit: <http://yf.cw.wsu.edu/>

### **THE COLLEGE OF AGRICULTURAL, HUMAN, AND NATURAL RESOURCE SCIENCES**

The College of Agricultural, Human and Natural Resource Sciences (CAHNRS) at Washington State University is an expansive and diverse college that includes 16 academic units, four research and extension centers distributed across the state, 13 subject matter centers, and 39 county and one tribal extension offices. CAHNRS fosters disciplines that serve at the interface of scientific discovery and its application to the advancement of society and improvement of the human experience. Our mission is to provide global leadership in discovering, accessing, and disseminating knowledge that contributes to producing a safe, abundant food and fiber supply; promotes the well-being of individuals, families, and communities; enhances the sustainability of agricultural and economic systems; and promotes stewardship of natural resources and ecological systems. In all dimensions of our mission, we strive to embody the "World Class. Face to Face" motto of Washington State University. CAHNRS personnel embrace the opportunity to fulfill the University's land-grant mission by making groundbreaking research discoveries, by utilizing innovative approaches to teaching and learning, and by delivering relevant, progressive Extension programs that synergistically generate outcomes that enhance the quality of life for the citizens of Washington State, as well as for people around the globe. To learn more about CAHNRS, visit: <http://cahnrs.wsu.edu>.

### **WASHINGTON STATE UNIVERSITY**

Founded in 1890 as Washington's original land-grant university, Washington State University is a comprehensive land-grant university with teaching, research, and extension missions. WSU has 11

colleges that foster scholarly achievement, and an enrollment of more than 29,000 undergraduate and graduate students on five campuses (Pullman, Spokane, Tri-Cities, Vancouver, and Everett) with approximately 20,000 students located on the main campus in Pullman, WA. WSU is classified in the Highest Research Activity category by the Carnegie Foundation for Advancement of Teaching. Fewer than 3% of U.S. universities meet the criteria for this classification. WSU strongly values diversity among its faculty, staff, and students, and seeks to ensure a welcoming community for all. To learn more about WSU visit: <https://wsu.edu/about/facts/>.

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER.

Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU is committed to excellence through diversity and faculty-friendly policy action, including partner accommodation and a NSF ADVANCE Institutional Transformation programs (see <http://www.advance.wsu.edu/>).

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or [hrs@wsu.edu](mailto:hrs@wsu.edu).