

Extension Associate (4-H Program Coordinator)
LSU AgCenter

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Posted Oct. 16, 2024, set to expire Feb. 15, 2025

Job Title	Extension Associate (4-H Program Coordinator)
Department	Grant Parish
Institution	LSU AgCenter Pollock, Louisiana
Date Posted	Oct. 16, 2024
Application Deadline	Nov. 8, 2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agricultural - General
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Job Description	

POSITION VACANCY ANNOUNCEMENT

Job Description

Work Location: Grant Walker 4-H Educational Center, LSU AgCenter, Pollock, La.

Position Description: The 4-H Program Coordinator's primary responsibility is to oversee the Grant Walker 4-H Educational Center's Program Department – to plan, market, conduct, and evaluate educational programs for youth and adults. The 4-H Program Coordinator will be responsible for taking the initiative to promote the use of Grant Walker 4-H Educational Center, in cooperation with Cooperative Extension for programs to serve, in this priority: (1) 4-H youth, (2) other youth, and (3)

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adults (e.g., individuals, organizations, professional groups, businesses, churches, colleges and universities, and other groups which can benefit from the programs offered by Grant Walker 4-H Educational Center).

Responsibilities:The 4-H Program Coordinator will provide vision and direction in developing and implementing the strategic plan for Grant Walker 4-H Educational Center's program department; including Louisiana 4-H's annual 4-H Summer Camp Program in addition to various off-season programming formats including school-based field trips, overnight specialty camps, and day programs for youth and adults. The 4-H Program Coordinator will work cooperatively with the 4-H Agents and Program Assistants in the area to promote educational programs that will benefit the 4-H mission and goals. The 4-H Program Coordinator must be able to effectively market and promote programs to school administrators, boards of education, teachers, and Cooperative Extension personnel to increase our collaboration with school systems in the area. The 4-H Program Coordinator will assist the 4-H Camp Director in improving and increasing utilization of the Grant Walker 4-H Educational Center and its resources. The 4-H Program Coordinator will work closely with the 4-H Camp Director, 4-H Foundation Director, and other 4-H State Faculty to secure grants and other external funding sources to expand resources and programming and improve access and equity of programs to underserved audiences throughout the state. This includes serving as Co-PI on the Agricultural Career Exploration with Drones USDA-NIFA-Funded Grant Project (A.C.E.D) under the direction of Principal Investigator. The 4-H Program Coordinator will provide visionary leadership and competent coordination for the 4-H Summer Camping Program and will recruit, screen, hire, train, and supervise summer camp program staff. The 4-H Program Coordinator will work closely with the State 4-H Faculty and other LSU AgCenter Extension Departments such as Nutrition & Community Health in designing all camp curriculum, events and activities. The 4-H Program Coordinator will work with the 4-H Camp Director to conduct educational programs with fiscal responsibility to promote the growth and continued success of the Grant Walker 4-H Educational Center and also be expected to perform other tasks assigned by the 4-H Camp Director. This position will have a 100% Extension appointment in the 4-H Department and will report directly to the 4-H Camp Director. The 4-H Program Coordinator will also be responsible for working with the LSU College of Agriculture AEEE Department to ensure the continued annual reporting of 4-H Summer Camp Evaluations for continued program improvement and reporting purposes.

Qualification Requirements :A baccalaureate degree is required in education, social sciences, or closely related field. Master's degree preferred and successful experience in a discipline closely

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related to camping and natural resources development, education, recreation and/or youth development. The applicant must demonstrate effective oral and communication skills. Ability to utilize computer applications such as Microsoft Word, Excel and PowerPoint, and to utilize email and internet applications for communications and informational purposes. Ability to be creative, visionary and innovative in program and resource development. Experience with graphic design software preferred such as Adobe Create Suites. Supervisory skills and managerial experience highly desired and the ability to work independently.

Salary and Benefits: Salary will be commensurate with education and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Current benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort and length of employment.

Conditions of Employment: A personal automobile and appropriate insurance coverage is required (travel allowance provided). Cell phone is required. Some work on evenings and weekends are expected. Ability to work outdoors according to the programming is required. This position may be required to live on-site independently from other camp staff during summer camp.

Date Available: Upon completion of selection process.

Application Deadline: November 8, 2024, or until a suitable candidate is identified.

Application Procedure: Must apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching cover letter with resume including a state of professional interest and goals, official university transcripts, and two letters of recommendation. Paper, faxed or e-

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mailed application materials will not be accepted. In lieu of attaching the letters of reference, they may be sent directly to:

Christine Bergeron, Director

Grant Walker j4-H Educational Center

3000 Highway 8

Pollock, LA 71467

Email: cbergeron@agcenter.lsu.edu

Website: www.lsuagcenter.com

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment. An Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact