



POSITION DESCRIPTION

Title: *Principal Agent and Assistant Director*
Working Title: *Assistant Director & Program Leader for 4-H Youth Development*
Position Number: 103235
Category Status: *12 Month Tenured Faculty*
Unit: *University of Maryland Extension (AGNR-UME-4-H Youth Development)*
Location: *4-H State Office College Park, Maryland*

Position Summary/Purpose of Position:

The Assistant Director and Program Leader of 4-H Youth Development for the University of Maryland Extension provides statewide leadership and direction for 4-H Youth Development programs and faculty. The incumbent is administratively responsible to the UME Associate Director for addressing the mission and goals of 4-H Youth Development programs while aligning 4-H priorities with those of UME and AGNR. The incumbent provides overall statewide leadership and direction to 4-H youth development faculty and programs.

Nationally, 4-H youth development aims to support thriving youth and communities. Maryland 4-H Youth Development programming is conducted to address 6 priority areas in Maryland: 1) Building Community and Civic Engagement, 2) Developing Leadership Skills for Life, 3) Nurturing Social Empowerment and Resilience, 4) Improving College and Workforce Readiness, 5) Fostering Exploration and Creativity in Arts and Science, and 6) Promoting Healthy Lifestyles and Self-Acceptance.

Duties and Responsibilities:

This position provides leadership and direction for University of Maryland Extension 4-H Youth Development programs and faculty across the state. Duties include identifying issues and opportunities that align with organizational priorities and working with faculty and partners to develop, implement, and evaluate educational programs that address the statewide needs of consumers, residents, agencies, organizations, industries, and communities in these areas.

Major responsibilities include:

- Leadership and oversight of non-formal Extension education and applied research projects in alignment with program goals and priorities supporting Maryland team thriving model.
- Secure funding and support faculty in acquiring and managing extramural funds for enhancing 4-H programs from diverse funding sources.
- Provide leadership, guidance, and coaching for faculty, including planning, implementing, and evaluating programs.
- Provide leadership to faculty in long-range planning, writing, reporting, professional development and grant management.
- Provide leadership in developing and maintaining effective teamwork among state and county/city faculty, staff, volunteers, and stakeholders.
- Mentor faculty to set clear expectations for Extension programming, scholarship, and service, providing opportunities for success while instilling confidence and pride.
- Conduct annual program and faculty evaluations, including the review of Individual Extension Plans and performance evaluations.
- Personnel supervision and evaluation of Maryland 4-H state staff (including Maryland 4-H Foundation and Maryland 4-H Environmental Education & Camping Center staff).
- Provide annual reports to Associate Director/Associate Dean for various reporting requirements, including the Federal reporting on Extension programs and impacts.
- Work collaboratively with UME Program Leaders, departments, and others, in developing

- collaborative and interdisciplinary programs, events, and activities.
- Collaborate with the evaluation team to ensure an effective plan and process for 4-H youth development program evaluation and applied research efforts.
- Serve as an active and collaborative member of the UME administrative team, with a diverse portfolio of duties as assigned, including contributions to leadership meetings, strategic planning, programming, and training.
- Provide vision and leadership to expand enrollment in all areas of the state with particular attention to underserved youth in 4-H programs.
- Participate in recruitment and hiring faculty and staff in Extension vacancies.
- Provide fiscal oversight and management of the 4-H operations and programming budget, including the 4-H Environmental and Camping Center.
- Supervise MD 4-H Foundation staff who manages all grants funded by the National 4-H Council cooperatively with the Maryland 4-H Foundation Board of Directors.
- Provide oversight of statewide policies, procedures, and risk management efforts.

Required Qualifications:

- Candidates must have an earned doctorate (Ph.D. or Ed.D.) and must be able to be tenured in a department as a Professor or tenured in Extension as a Principal Agent or equivalent rank. At least one graduate degree, preferably a doctorate, must be in youth development, education, and/or social science-related areas.
- Applicants should have significant leadership experience, preferably with 4-H Youth Development programs within land-grant systems, and be recognized within a field of specialization.
- A demonstrated understanding and application of the Land Grant mission and relevant administrative experience is desired.
- Evidence of excellence in leadership, teamwork, collaboration, and human resources management skills.
- Demonstrated ability to motivate, lead and supervise faculty and staff both programmatically and administratively.
- Ability to develop and maintain effective partnerships and working relationships with internal/external stakeholders and diverse audiences.
- Demonstrated ability in budget administration and accountability of resources, including extramural funding.
- Demonstrated ability to promote advocacy in educational programming, clientele served, and staffing.
- Excellent interpersonal communication skills and ability to engage with various constituencies.
- Demonstrated ability to build UME diversity, equity, inclusion, and respect capacity through the 4-H program.
- Personal transportation and a valid driver's license are required. Ability to travel statewide and nationally as needed is an expectation for this position.
- This position is subject to a Criminal History Record Check. Employment is contingent upon the successful completion and clearance of the Criminal History Record Check.

Other information:

This position reports to the Associate Dean and Associate Director of Extension, who supervises and evaluates the position.

Physical Demands of the Position:

This is primarily an office position, but travel throughout the state to attend meetings and events is expected. This position frequently presents information through vocal and written communication. The ability to express or exchange ideas vocally is important, as well as the ability to hear and

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perceive information at normal spoken work levels. Visual acuity is required for preparing and analyzing written or computer data and presentations. There are times when extensive viewing a computer terminal and reading is required as part of the position duties.

Salary & Benefits:

Salary will be commensurate with experience. The University of Maryland offers an extensive benefits package.

Applications:

All candidates must apply online at <https://ejobs.umd.edu>. A complete application packet includes a cover letter, curriculum vitae, and three (3) professional references, including name, mailing address, telephone number and an e-mail address.

Closing Date:

For best consideration, complete application by March 25, 2024. Position will remain open until a suitable candidate has been identified.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. Minorities and women are encouraged to apply.