

POSITION X1714	Center Manager, Clyde York 4-H Center
LOCATION	Clyde York 4-H Center, Crossville, TN, University of Tennessee Extension, Institute of Agriculture
EFFECTIVE DATE	July 1, 2017

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; study, sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The Center Manager provides and maintains a safe, efficient, self-supporting facility for 4-H Youth Development camping and environmental education programs. This position provides the administrative and functional matters to keep the 4-H Center in good order for UT and Non-UT user groups. It oversees and develops all programs facilitated by the 4-H Center staff and requires that you work in cooperation with the State 4-H Youth Development Office, regional and county staff and the Dean's office.

Because the Center provides food service, meeting areas, lodging, etc. for the Institute and other campus units of the University, the Centers have a large impact on the University of Tennessee. In order to secure an adequate level of funding, the Center is open to Non-UT user groups which include local industries, civic organizations, churches, schools, clubs, reunions, retreats, etc. Specific description includes:

- Supervision of all camp staff
- Assist the supervisory staff, camp directors and other Extension staff with camping programs.
- Responsible for implementation of the educational programs of Center staff.
- Evaluate performance of regular maintenance staff, cafeteria workers and summer staff in compliance with UT Personnel Policies.
- Interview, hire and terminate summer staff. Training of staff in job responsibilities, safety procedures, UT personnel policies, civil rights, program training, etc. Assist cafeteria staff with menu planning, food preparation, sanitation and compliance with state health department standards.
- Develop work schedules for regular and summer staff and review biweekly time reports.
- Bidding and purchasing of operating and program supplies in compliance with UT Fiscal Policies. Coordinate major maintenance projects and new buildings with Regional Director, State 4-H Office and University Administration.
- Implementation of all administrative regulations.
- Receiving and disbursing monies as instructed and accounting for all funds, facilities and equipment in compliance with UT Fiscal Policies. This includes the maintenance and retaining of records and reports.
- Perform routine maintenance on buildings and equipment including electrical, plumbing, painting, roofing and landscaping. Overseeing the safety and operating conditions of the buildings, grounds and camp activities in compliance with the UT Safety Officer.
- Dealing with community and business people who use the facility which includes groups listed above. Responsible for securing contracts, invoicing and scheduling of user groups.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

EXPERIENCE

- Demonstrated ability to manage, plan, conduct and evaluate educational efforts in a residential camp/center setting
- Ability to organize, apply sound judgment, and complete assignments in a timely manner both independently and as part of a team
- Ability to communicate and collaborate effectively
- Strong interpersonal skills and ability to interact with a wide variety of individuals
- 3 years' work experience in a residential camp/center or equivalent educational setting

NEW APPLICANTS

REQUIREMENTS:

- Bachelor's degree in Agriculture, Family and Consumer Sciences, youth development, or related areas and/or equivalent experience is required.
- A 2.7 cumulative GPA (BS degree on a 4-point scale) or an earned Master's Degree is required. Preference will be given to applicants with a MS Degree, and/or work experience in a related field.
- A complete application package will include a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

Please apply online by clicking this link: [Apply for Extension Educator Positions](#)

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 Knoxville TN 37996-4525

E-mail: UTExtensionPersonnel@utk.edu

Web Site: <http://utextension.tennessee.edu>

TENNESSEE AGENT TRANSFER REQUESTS

REQUIREMENTS

Request for transfer/reassignment may be approved if applicant:

- has normally been employed with Extension in their current location a minimum of eighteen (18) months;
- has a performance rating of satisfactory or above for the previous eighteen (18) months; and
- training appropriate for the assignment.

Please complete an internal/transfer application online by clicking the link: [Internal/transfer Application](#)

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