

POSITION X2102

Extension Educator

LOCATION

The University of Tennessee, Clyde York 4-H Center, Crossville, TN

EFFECTIVE DATE

April 1, 2021. Screening of applicants' credentials will begin February 2021 and will continue until the position is filled.

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

JOB DESCRIPTION

- Provide leadership for planning, implementing and evaluating the environmental education program and the summer camping program.
- Deliver educational programs for students and teachers in grades K-8 based on Tennessee science curriculum standards.
- Develop a strong working relationship with school systems throughout East and Central Tennessee.
- Develop and maintain a strong working relationship with other local, state and federal agencies .
- Recruit and train capable volunteers and teaching staff for the environmental education program and summer camping program.
- Maintain self-supported funding for the Camp Discover environmental education program.
- Develop and secure extramural funds, gifts, grants, contracts and other funding sources in support of programs.
- Develop and implement a marketing plan targeted to youth, educators and stakeholders for the purpose of recruiting participants, securing monetary support and showcasing program outcomes.
- Assist in recruitment and training of seasonal 4-H camp staff.
- Assist the state 4-H camping specialist with curriculum development and agent training.
- Responsible for maintaining American Camp Association accreditation.
- Maintain the Camp Discover and Clyde York 4-H Center Web sites.
- Assist with other duties as assigned by the 4-H Center Manager and the Director, 4-H Youth Development.
- Provide leadership for a program of activities that meets the needs of all eligible clientele regardless of race, color, national origin, sex, age, disability, religion or veteran status.

REQUIREMENTS

- Bachelor's Degree required. Master's Degree preferred. At least one degree must be in Education, Agriculture or a science-related field.
- A minimum of three years of camp experience desired.
- Demonstrated success in working with youth and leading educational groups experiences.
- Demonstrated success in the ability to organize, work independently, be a team player, maintain a flexible work schedule, excellent customer service skills

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 in maintaining word press websites and social media platforms.
- Excellent written and verbal communications skills.
- Evidence of ability to collaborate effectively with internal and external groups in support of program efforts.

- Valid TN driver's license.
- Positive attitude and strong work ethic.
- Ability to work nights and weekends.
- Ability to learn quickly and be flexible in work schedule and hours.

TO APPLY:

REQUIREMENTS TO APPLY

Please apply online by clicking the link below and submitting a complete application packet which includes 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: [External Applicants](#) [Internal Applicants](#)

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

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