

## WVSU Research and Development Corporation

**Job Title:** Extension Agent- SCRATCH: McDowell Coordinator  
**Department:** Community and Agricultural Resource Development  
**Reports To:** Melissa Stewart  
**FLSA Status:** Exempt

### Job Summary

The full time Extension Agent, Community and Agricultural Resource Development is a professional educator who serves as the Sustainability and Interactions Coordinator for the SCRATCH: McDowell project. This agent position is based in McDowell County, West Virginia. The Extension Agent will work collaboratively with a team of Extension professionals and volunteers to provide for the sustainability of the program past the current funding, conduct youth based interactions, determine markets for grown produce with the production coordinator, and develop community partnerships. Primary duties include support of the program PI on writing grant renewals and reporting back to the funder, researching potential funding streams and donors toward program sustainability, grant writing, program presentations, determining non-grant funding streams, and expansion of program partnerships. The Extension Agent must maintain professional competence through study, participation in professional activities and the application of knowledge and skills on the job. Additionally, Extension Agents are expected to always adhere to high ethical and professional standards.

Working with the CARD program area, the agent will serve to work with the production and technology coordinator as well as the Huntington coordinator to create and implement the expansion of the SCRATCH project into McDowell County, WV. SCRATCH (Sustainable Community Revitalization in Appalachia Through Children's Hands) has been operating in Huntington, WV for five years and this project would be the rural derivative. The goal will be to sustain the program outreach efforts in 3 after school programs exterior to the grant and to look toward the creation of a SCRATCH toolkit for other community sites' use. With a mission to bring local food and products to the McDowell area using inquiry-based science, real-world technology and outdoor education at the elementary level through the Junior Master Gardener Program, the SCRATCH Project has the ability to change the landscape of the food system in isolated McDowell County, West Virginia. The agent will work to cultivate relationships in the community in support of the program effort, pursuing fiscal and in kind donations to keep the program moving forward, while also searching out grant/foundation support for proposal development. Additionally, the agent would be responsible for 3 youth based interactions weekly as per the SCRATCH curriculum requirements. As an Extension employee, the Agent must be willing to continue professional development applicable to the program efforts. The incumbent is expected to perform other tasks that may be assigned by supervisor(s) and work cooperatively with stakeholders and other Extension faculty at the county, regional, and state levels.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Program Reporting and Fiscal Management

Educational Program Development/Delivery  
Administration  
Technical Assistance  
Other Duties as Required

**Essential Duties and Responsibilities include the following.**

Program Reporting and Fiscal Management 40%

- Proactively seek extramural funding (local, state, and national grants and foundation requests) to support continued program outreach efforts
- Manage grants and contracts related to SCRATCH Project initiatives
- Work with PI, program staff, and Evaluator on grant reports
- Promote the program at local and statewide events

Educational Program Development and Delivery 40%

- Coordinate the delivery of the SCRATCH Project to area youth at three sites
- Develop community based events
- Create accurate reports from the CARD Program Area for supervisor and administrators of WVSU and the Gus R. Douglass Institute

Administration 5%

- Seek sustainability efforts for future program funding and site locations
- Assist to recruit, train, recognize, and retain Program Volunteers
- Assist in maintenance of accurate records on screening, job descriptions, placements, and evaluations of volunteers

Technical Assistance 5%

- Provide field expertise to community and partners
- Serve on community boards and committees
- Submit articles or other information to internal and external publications
- Participate in community events

Other Duties as Assigned 10%

- Conduct activities to foster a positive public image of West Virginia State University Extension, The Gus R. Douglass Land-Grant Institute, and West Virginia State University, an 1890 Land-Grant Institution
- Represent West Virginia State University Extension with appropriate individuals, agencies, and organizations on a state, regional, national, and international basis
- Work collaboratively with other Extension Agents and staff to create and deliver interdisciplinary programs. This includes programs with West Virginia University Extension Service and other university partners as well as external agency and organizational partners.
- Create presentations that highlight CARD work at WVSU and assist with delivery at conferences
- Other duties may be assigned.

## **Supervisory Responsibilities**

Responsibilities of the position include recruiting, interviewing, and retaining community volunteers in conjunction with the production coordinator. Planning, assigning, and directing work; appraising performance; rewarding and disciplining volunteers; addressing complaints and resolving problems. Responsibilities also include training volunteers as needed.

### **Competencies - The selected individual must demonstrate the following competencies:**

**Content Area Knowledge** - Remains current on developments and research in the fields related to youth education, youth development, and volunteer management; attends professional development opportunities to become more competent in fulfilling professional responsibilities.

**Judgment and Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics; includes input from appropriate people to make sound and timely decisions; supports and explains reasoning for decisions; exhibits sound judgment.

**Managing People** - Includes supervising volunteers in planning, decision-making, facilitating and process improvement; makes self available to volunteers; provides regular performance feedback; solicits and applies customer feedback (internal and external); improves processes, products and services; continually works to improve supervisory skills; sets expectations and monitors delegated activities; provides recognition for results.

**Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of status or position; accepts responsibility for own actions; follows through on commitments; treats people with respect; inspires the trust of others; demonstrates integrity and ethical behavior; upholds organizational values; maintains confidentiality.

**Dependability** - Follows instructions, responds to direction from superiors; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Business Acumen** - Understands business implications of decisions; aligns work with strategic goals; works within approved budget; develops and implements cost saving measures; develops revenue generation strategies; conserves organizational resources; acts as a good steward of taxpayer dollars.

**Quality and Quantity** - Demonstrates accuracy and thoroughness; seeks ways to improve and promote quality; applies feedback to improve performance; fosters quality focus in others; seeks ways to improve quality; completes work in an accurate and timely manner; strives to increase productivity for self and team members.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; actively listens to others; keeps emotions under control; remains open to others' ideas; tries new things.

Communication - Speaks clearly and persuasively in both positive and negative situations; seeks clarification; responds well to questions; demonstrates group presentation skills; actively participates in meetings; writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; accurately interprets written information.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience working with youth, grant writing, fiscal management, fundraising, and public relations is preferred as well as experience utilizing the Junior Master Gardener curriculum, recruiting, training and supervising volunteers is desired. Applicant must be capable of developing monthly and annual grant reports. Knowledge of public relations and the ability to work with others is essential as is the ability to function with minimum supervision.

### **Education and/or Experience**

A Bachelor's degree is required, Masters preferred in one of the following fields: agriculture and natural resources, nutrition, family and consumer sciences, biological or social sciences and education. The successful candidate will have strong written and oral communication skills and experience in working with diverse clientele and organizations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of database software, Internet software, and word processing software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. The employee is expected to work both inside and outside in a variety of temperature and weather conditions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Please send cover letter, resume, unofficial transcript, and recent letters of recommendation from three professional references with contact information to:

Brunetta Gamble-Dillard, Director of Business and Finance,  
West Virginia State University Research and Development Corporation,  
POB 1000, 204 ACEOP Administration Building,  
Institute, WV 25112.

**PREFERRED: Information accepted as e-mailed in Word or PDF format to**  
[rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu) Position is open until filled.

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