

## 4-H Volunteer Development Specialist

The 4-H volunteer development specialist will establish and lead initiatives, partnerships and programs to strengthen K-State Extension's volunteer systems. They will guide efforts to support extension professionals and volunteers across the state.



Employment Type  
Instructor (non-tenure)  
*12-month contract*



Office location  
Manhattan, KS  
*Hybrid Eligible*



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[Search #520855](#)



Application deadline:  
Feb 10, 2026  
*Interviews in March 2026.*

### About This Role

The 4-H Youth Development program, within K-State Extension, is hiring a **full-time Volunteer Development Specialist**. This is a non-tenure track, instructor level appointment. This position reports to the 4-H Youth Development program leader.

The 4-H volunteer development specialist will serve all of K-State Extension (KSE) with volunteer development, providing leadership for the development of and implementation of a volunteer management system. The volunteer development specialist will develop initiatives through strategic partnerships within KSE and 4-H, creating recruitment processes, training programs, evaluation protocols and providing direction to KSE professionals who work with program volunteers.

### Key responsibilities include, but are not limited to:

- Provide leadership for 4-H volunteer development initiatives, including recruitment processes, screening policies, orientation and training requirements, and volunteer tracking to support extension programming.
- Collaborate with extension professionals to identify 4-H program volunteer needs.
- Lead state efforts to train extension professionals in research-based volunteer development, placement, and retention strategies and practices. Coordinate training of KSE professionals on the topics of risk management, youth development and adult education, as it relates to working with extension volunteers across all program areas.
- Support local unit efforts to recruit new volunteers. Provide training to improve volunteer recruitment, development and retention in partnership with extension 4-H specialists.
- Establish and maintain internal and external relationships to enhance volunteer recruitment initiatives.
- Promote and support internships, practicums, and research placements that advance the Kansas 4-H mission, vision, and priorities.
- Develop and sustain grant funding that will support volunteer efforts.

# What You'll Need to Succeed

## Minimum requirements:

### Education and experience

- Master's degree\* with coursework relevant to the position (e.g., volunteer development, adult education, human resources).
- At least five years of relevant professional experience (e.g., volunteer development; risk management; designing, conducting and evaluating education programs for adult and/or youth audiences).
- Experience delivering information, training, or education to groups or individuals, either in person or through media.

### Licenses and certifications

- Valid driver's license, proof of vehicle insurance and reliable transportation.

### Sponsorship eligibility

- Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

*\*The degree requirement is necessary to ensure candidates possess specialized knowledge and skills for the role and can credibly convey research concepts required to deliver extension services. These competencies are typically developed and validated only through a formal degree.*

## Preferred qualifications:

### Education and experience

- Experience providing or supporting extension programming.
- Prior experience planning, conducting and utilizing needs assessments.
- Education or experience related to the assessment and evaluation of educational/community programs.
- Demonstrated ability to form community partnerships and successfully engage stakeholders to advance cooperative endeavors.

### Skills and attributes

- Self-motivation and the ability to work with minimal supervision while balancing multiple projects.
- Collaboration skills, as evidenced by building and maintaining positive relationships with colleagues, collaborators and groups, both in-person and remotely.
- Adaptability and commitment to continuous improvement through evolving circumstances and objectives.

## Additional role information:

- This role will require the ability to work with people from various backgrounds and a commitment to supporting and enhancing K-State's initiative for access and opportunity.
- Regular travel within Kansas will be necessary to fulfil this position's primary responsibilities. Occasional overnight travel will be required for training events and professional development. Reimbursement for travel and subsistence related to achieving program objectives will be provided.

## About Us

4-H provides school-aged youth with community, mentors, and learning opportunities to develop the skills they need to create positive change in their lives and communities. It is a research-based experience that helps kids and teens thrive through connection, learning, service and leadership opportunities. Adult volunteers, managed by their local 4-H youth development extension agent(s), share their passions, skills and talents to empower youth to reach their full potential. Learn more about Kansas 4-H at [kansas4-h.org](https://kansas4-h.org).

**K-State Extension** connects Kansans to research-based information and education that helps individuals, families, businesses, and communities thrive. It is a partnership between Kansas State University and federal, state, and county governments. Through local extension offices, K-State Extension provides practical solutions and programs in areas such as agriculture, health, youth development, and community vitality. Learn more at [ksre.k-state.edu](https://ksre.k-state.edu).

## Worksite Options

The preferred worksite option for this position is **on-site** at K-State's Manhattan campus.

The position may be eligible for a **hybrid** worksite. The employee must be available to be on the Manhattan campus frequently during the work week for routine and scheduled meetings.

All employees must reside in the United States when they begin working to comply with state law. K-State is unable to provide remote or hybrid work opportunities for residents of the state of Idaho.

## Salary and Benefits

Salary will be commensurate with education and professional experience. The minimum annual salary is \$65,000.

**This position is benefits eligible.** Full-time benefits include: health insurance, life insurance, retirement plans, tuition assistance program, paid time off-vacation, sick and holidays. To learn more visit: [k-state.edu/hr/benefits](https://k-state.edu/hr/benefits).

## How to Apply

Apply online for [K-State Careers search #520855](https://k-statecareers.ksu.edu/jobs/520855) or visit [ksre.ksu.edu/about/careers](https://ksre.ksu.edu/about/careers).

You will be asked to submit the following:

- Letter of interest
- Resume or CV
- The names, email addresses and phone numbers of **three** professional reference.

### Search timeline:

Application deadline: Tuesday, February 10, 2026.

Virtual interviews will be held: March 2–4, 2026.

Selected applicants will be notified by February 24.

On-site interviews (in Manhattan, KS) will be held the week of March 23.

## Contact Us

- To learn more about this role, contact Sarah Maass at [semaass@ksu.edu](mailto:semaass@ksu.edu).
- For questions about the application process, contact the Extension Operations team at [ksehr@ksu.edu](mailto:ksehr@ksu.edu).

# K-State Employment Policies

## Why join us:

Kansas State University offers a supportive and inclusive community, dedicated to your professional growth.

While specific benefits may vary by position, many roles come with comprehensive packages that support your well-being and work-life balance, including health and life insurance, retirement plans, and generous paid time off. To learn more about benefits that are available for various positions, visit our [benefits overview page](#).

## Work authorization:

Applicants must be currently authorized to work in the United States at the time of employment.

## Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

## Remote and hybrid work options:

Some positions are eligible for remote or hybrid working arrangements. An employee who is working in a remote or hybrid capacity for K-State must reside within the United States in order to comply with all federal and state laws, filings, or tax requirements. Remote and hybrid work arrangements are not available for anyone who resides in the state of Idaho.

## Background screening statement:

Upon acceptance of a contingent offer of employment, a candidate may be subject to a background check per [K-State's background check policy](#).

## Interview preferences:

Kansas State University honors interview preferences for qualified applicants who are veterans or individuals with disabilities. Eligible applicants who meet the minimum qualifications, submit all required application materials, and submit required preference documentation by the closing date on the job advertisement will be granted a first-level interview.

The disability and veteran interview preferences do not apply to student employment positions, temporary positions, athletics positions, academic and administrative department heads\*, positions that require licensure as a physician, and positions that require that the employee be admitted to practice law in Kansas.

*\*Heads of Departments refers to any individual holding a primary leadership role responsible for the overall strategic direction, management and operational oversight of a recognized academic or administrative unit within the university.*

To learn more about interview preferences at K-State, please visit our [Interview Preferences page](#).