



About This Role:

The Extension Volunteer Specialist will serve all of K-State Research and Extension (KSRE) with volunteer development, providing leadership to the development of and implementation of a volunteer management system. The volunteer specialist will develop initiatives through strategic partnerships within KSRE, creating recruitment processes, training programs, evaluation protocols and providing direction to KSRE professionals who work with program volunteers. This position is a non-tenure track, instructor level appointment.

Duties/Responsibilities:

- Provide leadership for KSRE volunteer development initiatives; including recruitment processes, screening policies, orientation and training requirements, and volunteer tracking to support Extension programs in all units.
- Collaborate with Extension professionals to identify program volunteer needs.
- Promote and support internships, practicums, and research placements that advance the KSRE mission, vision, and priorities.
- Lead state efforts to train Extension professionals in research-based volunteer development, placement, and retention strategies and practices.
- Support local unit efforts to recruit new volunteers, including those from under-served and under-represented communities, and provide training in the area of inclusive and culturally competent volunteer recruitment, development and retention in partnership with Extension Specialists.
- Establish and maintain internal and external relationships which will enhance volunteer recruitment initiatives.
- Develop and sustain grant funding that will support volunteer efforts.

Why Join Us:

K-State Research and Extension improves Kansans' lives, livelihoods and communities through education, research, engagement, and leadership. With scientists, educators and volunteers in each of the state's 105 counties, our professionals strive to make the university's research and scientific accomplishments accessible and relevant to every household.

We accomplish this through programming and educational resources designed to address the state's [Grand Challenges](#). We focus on issues such as conserving Kansas' water and natural resources, advancing agriculture and food systems, developing the state's future leaders and helping Kansans thrive through economic, health and community enriching efforts.

However, what we do is not contained only within state borders. Our work with regional, national and international organizations helps create positive impacts for millions of people through many different program areas.

To learn more, <https://www.ksre.k-state.edu/>

Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: <https://www.k-state.edu/hcs/benefits>

We Support Diversity and Inclusion:

Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the [Principles of Community](#).

Worksite Options:

This position has an **on-site** preference but may be eligible for a **hybrid** worksite. (Hybrid work is performed partially remote and partially on employer premises or designated assignment location.)

Visit this [link](#) for K-State's guidance and policies on remote work and flexible work arrangements. Remote work agreements are required for all flexible work arrangements and are subject to review.

What You'll Need to Succeed:**Minimum Qualifications:**

- Master's degree with course work in a discipline or program related to volunteer development, adult education, and/or human resource management.
- Five or more years of professional experience in volunteer risk management, designing, conducting, and evaluating education programs for volunteers, adult audiences, and youth.
- Exhibit a high personal standard of excellence, be an effective team player, and demonstrate inclusivity, civility, and respect for all.
- Engage stakeholders and learners at all levels.
- Maintain positive interpersonal relationships.
- Exhibit effective written and oral communication skills.
- Be a self-directed learner who is flexible and adaptable to changing environments.

Preferred Qualifications:

- Doctoral degree in related discipline.
- Familiarity working in or with Extension programming.
- Experience conducting needs assessment and delivering volunteer orientation and training programs.
- Involvement in leading an assessment or evaluation of successful volunteer management programs.

Other Requirements:

- Applicants must be currently authorized to work in the United States at the time of employment.
- Valid driver's license and willingness to travel to meet Extension needs.

How to Apply:

Please submit the following documents:

1. Letter of interest
2. Resume or CV
3. Name, email, and phone number of three professional references

For additional information, please contact Dr. Sarah Maass, 785-532-5800, semaass@ksu.edu.

Screening of Applications Begins:

Immediately and continues until position is filled. For best consideration, apply by November 26, 2023.

Anticipated Hiring Pay Range:

Minimum of \$65,000 or commensurate with education, training and experience.

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.

Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.