

4-H Summer Enrichment Program Administrator

This position will lead administrative efforts to support the 4-H Summer Enrichment program mission of increasing youth engagement and mitigating summer learning loss. Duties include grant management; program, fiscal and staff support; and reporting.



Apply online

[K-State Careers #521043](#)



Office location

Manhattan, KS



Minimum hiring salary

\$47,500 annually



Application deadline:

Feb 22, 2026

About This Role

The 4-H Youth Development program, within K-State Extension, is hiring a full-time Program Administrator. The program administrator will provide support to the 4-H Summer Enrichment program, a statewide outreach effort to increase youth engagement and addressing learning loss as a result of decreased instructional time.

Key Responsibilities:

Program leadership

- Coordinate statewide youth programming to address and mitigate summer learning loss.
- Collaborate with colleagues in the Kansas 4-H Youth Development program and across the state to increase program participation, engagement and efficacy.

Personnel support

- Develop and implement a summer internship application process for local extension offices. Compile applications and consult with 4-H leadership to select awardees.
- Plan, organize and lead an orientation program for summer interns.
- Provide guidance and leadership for interns and their supervisors throughout their summer engagement projects.

Fiscal responsibilities and grant management

- Award and allocate funds to local extension offices to support summer internships.
- Manage program purchases, accounting and reporting in accordance with university best practices.
- Engage stakeholders and support staff to ensure proper grant administration and dispersion.

Reporting

- Coordinate program evaluation efforts to gauge program impact and engagement.
- Write and submit reports on program impact and mission progress.

This is a grant funded position. The continuation of the position is contingent upon continuing availability of funding and need for these services.

What You'll Need to Succeed

Minimum requirements:

Education and experience

- High school diploma (or equivalent).
- Five years of relevant experience (e.g., youth program leadership, grant management, accounting, human resources, etc.). Requirements may be met through a combination of work experience and education.

Licenses and certifications

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

Preferred qualifications:

Education and experience

- Prior experience working with youth and youth development organizations; youth program management experience is ideal.
- Experience managing fiscal responsibilities, including budget development, financial oversight, and fiscal reporting.
- Experience delivering information, training, or education to groups or individuals, either in person or through media.
- Understanding of positive youth development and of adult and youth teaching/learning processes.

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.
- Competence using electronic communication and computer applications to fulfill educational programming responsibilities.
- Organizational skills, exhibited in prior event management work and/or experience prioritizing and coordinating logistics in support of program goals.

Additional role information:

- 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.
- This position will require a flexible schedule which will include nights and weekends.
- 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.

Sponsorship eligibility:

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

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.

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 agriculture, health, youth development, and community vitality. Learn more at 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.

How to Apply

Apply online for [K-State Careers #521043](http://K-State%20Careers%20%23521043)

or visit ksre.ksu.edu/about/careers.

You will be asked to submit the following:

- A resume detailing your education, employment history, and relevant experiences.
- A cover letter explaining why you are a good candidate for this position.
- Contact information for three professional references.

Contact the hiring manager, Sarah Maass

semaass@ksu.edu

, with questions.

Search Timeline

Application deadline: February 22, 2026.

Virtual interviews are tentatively scheduled for March 2–3. Selected applicants will be notified via email by Feb 26.

In-person interviews (in Manhattan, KS) will be scheduled individually.

The successful candidate's start date is negotiable.

Preferred start dates include March 30 and April 13.

Salary and Benefits

Salary will be commensurate with education and professional experience. The minimum annual salary is \$47,500.

This position is benefits eligible. Full-time benefits include health insurance, life insurance, retirement plans, tuition assistance program, and paid time off: vacation, sick, holidays and more. Learn more at k-state.edu/hr/benefits.

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, see our [K-State Benefits Overview](#).

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.

Relocation to Kansas:

Kansas participates in the [MakeMyMove program](#), which connects eligible newcomers with participating communities offering financial incentives, housing support, and local perks to help make your move easier and more rewarding. If relocating you can visit the site to apply online for the program incentives.

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.

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