

POSITION X2403	Extension Specialist, Outdoor Recreation and Education
LOCATION	The University of Tennessee, Institute of Agriculture, School of Natural Resources, Knoxville, TN
EFFECTIVE DATE	Review of applications begins March 1st with preliminary interviews to be scheduled on April 3rd; seeking to fill by June 1st, 2024.

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. Benefits include group hospitalization and life insurance; State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The School of Natural Resources (SNR) at the University of Tennessee Institute of Agriculture (UTIA) invites applications for the position of Extension Specialist in Outdoor Recreation and Education. This is an exempt, full-time, 12-month, non-tenure track, staff position. The Extension Specialist has primary responsibility for developing education and engagement programs statewide to encourage, promote, and support nature-based outdoor recreation with a focus on hunting, fishing, boating and recreational shooting. The Specialist is located in UTIA's School of Natural Resources and is an integral part of the Institute's initiative to create a Center for Outdoor Recreation and Economy. The position is funded by excise tax dollars collected on firearms sales through the Pittman-Robertson Federal Aid in Wildlife Restoration Act grant from the Tennessee Wildlife Resources Agency (TWRA), focused on outdoor recreation, recruitment, retention, and reactivation of hunters, anglers, and target shooters, and education. The Specialist has responsibility for all aspects of the grant deliverables, including program development, delivery, and evaluation, reporting, partnership development, securing funds for continuation of the grant, and other duties as needed. The position is funded for an initial 2-year period with an expectation for perpetual funding. This position is responsible to the Director of the School of Natural Resources at the University of Tennessee Institute of Agriculture.

RESPONSIBILITIES

- Serves as the project leader for the overall grant that funds this and other outdoor recreation positions and initiatives
- Ensures grant compliance and accurate and timely financial and performance reporting
- Develops and delivers novel, innovative education programs in outdoor recreation to encourage and enable individuals to engage in nature-based outdoor recreation with an emphasis on hunting, fishing, and recreational shooting
- Develops partnerships with state and federal agencies, nonprofit organizations, corporations, and others to encourage and promote outdoor recreation education programs

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.

- Secures significant extramural funding through grants, contracts, and fees to support program development and delivery
- Provides leadership to outdoor recreation educators at education centers and 4-H camps statewide
- Leads the development and implementation of Tennessee Wild Child, a new initiative to provide outdoor recreation education to children through summer day-care programs with an emphasis on hunting, fishing, and recreational shooting
- Develops networks within the national outdoor recreation community, particularly in the R3 arena (recruitment, retention, and reengagement of hunters and anglers)
- Coordinates curriculum development activities, to include lesson guides, tip sheets, PPTs and other visual media
- Coordinates development of implementation manuals, guides, and other educational resources to support project implementation
- Plans and conducts educational programming as needed through in-person and digital methods
- Coordinates publicity of program activities with appropriate internal units
- Coordinates web and social media communications of educational and program information to the public
- Coordinates activities with other Extension specialists in the School of Natural Resources
- Assists in selected SNR Extension activities
- Ability to engage, perform, and effectively teach the outdoor recreation activities

QUALIFICATIONS

Required:

- Master's degree earned prior to position start date
- At least 2 years' experience in education, outdoor recreation, natural resources management, or related field which may include experience at the graduate student level
- Demonstrated experience managing complex projects through effective collaboration
- Demonstrated ability to develop collaborative partnerships

Preferred:

- Terminal degree
- Experience working with diverse, multicultural groups, including racial and/or ethnic minorities and other traditionally underrepresented groups
- 5 years' experience in project management
- A deep, authentic, and personal commitment and connection to outdoor recreation
- Experience in grant coordination/management and reporting

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- Experience working with Extension
- Experience working in communities

JOB SKILLS

- Ability to innovatively build significant support for program development and delivery, including fundraising through grants, gifts, and fees
- Ability to manage and monitor grant budgets, deliverables, and reporting
- Ability to establish and maintain strong working relationships with a variety of constituencies including staff, faculty, and community partners
- Ability to organize complex programs and events
- Ability to form and facilitate work of advisory committees including internal and external stakeholders
- Ability to supervise exempt, non-exempt and student employees
- Ability to work with volunteers
- Ability to develop educational materials, conduct innovative programs, and teach effectively through in-person and digital means
- Ability to communicate effectively, including written and verbal communication
- Ability to use computers, social media, and other technologies to maximize program effectiveness and efficiency

TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit 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 and proof of any professional certifications and registrations, 4) a one-page statement of Extension philosophy, and 5) names and full contact information of three professional references (PDF documents preferred).

Questions regarding this position may be directed to Search Committee Chair, Ryan Sharp, at rsharp19@utk.edu.

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