



American Samoa Community College
Agriculture, Community, & Natural Resources Division
EMPLOYMENT OPPORTUNITY

Position Title: ACNR 4-H Program Manager
Employment Status: Full-Time 12 months (Career Service)

General Description:

Under the direct supervision of Extension Program Director, the 4-H Program Manager is responsible for overseeing, implementing and managing the 4-H youth development programs throughout American Samoa. This role involves planning, developing, coordinating, and evaluating educational programs designed to engage youth in learning activities that promote leadership, citizenship, and life skills. The 4-H Program Manager will collaborate with local schools, community organization, volunteers, and other stakeholders to ensure the successful delivery of these programs.

Responsibilities and Duties:

Administrative

- Overall program management: oversee, implement and manage the 4-H youth development programs, including planning, developing, coordinating, and evaluating educational programs designed to engage youth in learning activities that promote leadership, citizenship, and life skills
- Collaborate with local schools, community organizations, volunteers, and other stakeholders to ensure the successful delivery of programs
- Design, implement, and manage 4-H youth development programs that align with the goals and objectives of the Cooperative Extension Service
- Recruit, train, and support 4-H volunteers and leaders
- Provide ongoing supervision and guidance to volunteers to ensure program quality and adherence to 4-H policies and procedures
- Recognize and celebrate the contributions of volunteers through awards and recognition programs
- Build and maintain relationships with schools, community organizations, government agencies, and other stakeholders to promote 4-H programs
- Coordinate outreach efforts to raise awareness of 4-H opportunities and encourage youth participation
- Perform other duties as assigned

Technical

- Develop curriculum and educational materials for various 4-H activities, including clubs, camps, workshops, and events
- Ensure programs are culturally relevant and meet the needs of the local youth population
- Represent 4-H at community events, meetings, and other public forums
- Monitor and evaluate the effectiveness of 4-H programs through participant feedback, surveys, and assessment tools

Planning

- Use evaluation data to make informed decisions about program improvements and future initiatives
- Manage the 4-H program budget, which includes securing funding through grants, sponsorships, and fundraising activities
- Ensure the proper allocation and utilization of resources to support program activities

Reporting

- Prepare and submit reports on program activities, outcomes, and impacts to the Extension Program Director
- Maintain accurate records of program expenses, inventory, and other administrative tasks

Minimum Qualifications:

- Bachelor's degree in youth development, human services, agriculture or related field
- Ten years of direct experience
- Excellent interpersonal skills with youth and adults
- Strong leadership skills to oversee 4-H staff and 4-H staff, volunteers and members
- Excellent social media skills
- Demonstrated capacity for program development, implementation, and evaluation
- Passion for working with youth in the community
- Strong written and verbal communication skills in English
- Experience organizing events and delivering hands-on activities for youth

Preferred Qualification

- Master's degree in youth development, human services, agriculture or related fields
- Strong written and verbal communication skills in Samoan and English

Salary: GS-14/01-03: \$ 45,564.00 - \$ 47,904.00 per annum

Application Deadline: September 17th, 2026 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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