

Department of 4-H Youth Development Staffing Descriptions

Administrative Services Team

Dr. Marshall Stewart - Department Head, State 4-H Program Leader, Associate Professor. Provides leadership and coordination for the Department of 4-H Youth Development and State 4-H Program. Provides oversight and management for the budget and strategic planning efforts for 4-H in North Carolina. Develops alliances and partnerships with other related groups to further the vision, mission and goals of 4-H youth development. Works closely with the leadership team of NCCES and CALS. Administrative Assistant: Angie Thomas 919.515.8466
Contact Information: 919.515.2801 or marshall_stewart@ncsu.edu

Angie Thomas – Administrative Assistant I, administrative support for Dr. Marshall Stewart. Maintains departmental budgets and serves as personnel coordinator for the department. Provides training and team leadership for SPA staff. Assists with day-to-day operations of Department functions. *Contact Information: 919.515.8466 or angela_thomas@ncsu.edu*

Connie Watt - Accounting Technician - Enter vouchers, requisitions, inter-departmental transfers, journal vouchers, and travel documents for department and 4-H camps. Reconciles department accounts, grants, and purchase cards. Prepare various reports for faculty and staff.
Contact Information: 919.515.8467 or connie_watt@ncsu.edu

Robert Sossomon – Business & Technology Technician, provides Department IT support and serves as Web Master, Database Technician, PHP Programmer, and Repair Technician. Provides computer training for different applications and maintains a list of resources for the Department.
Contact Information: 919.515.8474 or robert_sossomon@ncsu.edu

Youth Program Development and Delivery Team

Dr. Thearon T. McKinney –Associate Department Head & Associate State 4-H Program Leader, Team Leader Facilitator for Youth Program Development and Delivery Team. Program Assistant: Belinda Niedwick 919.515.8471
Contact Information: 919.515.8472 or thearon_mckinney@ncsu.edu

Dr. Ben Silliman – Associate Professor, Extension 4-H Specialist. Program Assistant: Carol Reilly 919.515.8470
Contact Information: 919.515.8485 or ben_silliman@ncsu.edu

Dr. Mitzi Stumpf-Downing - Extension Assistant Professor & Specialist. Program Assistant: Belinda Niedwick 919.515.8471
Contact Information: 919.515.8487 or mitzi_downing@ncsu.edu

Shannon McCollum - Extension 4-H Associate - Coordinates National 4-H Congress; State Fair Marketing/Exhibits and State Fair Crafts; Provides Leadership for the State 4-H Council; Coordinates NC 4-H Congress and State 4-H Council Conference; Coordinates the NC 4-H Awards Program, which consists of: cumulative records, project records, group awards, scholarship applications, Honor Club applications and Application, Resume & Interviews. District liaison for the Southeast District. Staff liaison to the NC 4-H Honor Club. Coordinator for 4-H EMC Golf Tournament. Program Assistant: Carol Reilly 919.515.8470
Contact Information: 919.515.8486 or Shannon_mccollum@ncsu.edu

Tovi Martin – Extension Assistant: Teen Programs. Provides leadership for Teen Leadership Initiatives including Ambassadors, Teens Reaching Youth (TRY-IT! & TRY-IPS), Citizenship North Carolina Focus; Coordinates North Carolina delegation to National 4-H Conference; Provides resources and training regarding Youth In Governance, Teen Adult Partnerships, Teen Volunteerism, and related initiatives including N4-HYDC. Program Assistant: Carol Reilly 919.515.8470 *Contact Information: 919.515.8480 or tovi_martin@ncsu.edu*

David Brittain - Extension Assistant, 4-H/Air Force Partnership, located in Alexandria, Virginia. Coordinates and provides leadership for the new Air Force Health and Fitness initiative, FitFactor. Works with Air Force base staff on 4-H programming, conducts trainings, organizes events and provides technical assistance. Provides leadership, support and coordination to Air Force youth development staff that establishes and sustains 4-H clubs and programs for youth of military families with a special emphasis on youth fitness. Also, works closely with AF Camping programs, Youth of the Year program, Army Teen Panel, CYFAR and NAE4-HA events. Program Assistant: Belinda Niedwick 919.515.8471
Contact Information: 703.604.6427 or David.Brittain@pentagon.af.mil

Larry Hancock - Extension 4-H Camping Specialist. Provides leadership to all 4-H Center Operations; supervises Center Directors. Plans, implements, and evaluates all aspects of the 4-H camping program. Program Assistant: Belinda Niedwick 919.515.8471 *Contact Information: 919.515.8482 or larry_hancock@ncsu.edu*

Ken Burgess – Extension Associate/4-H Camping Associate, Department of 4-H Youth Development. Program Assistant: Belinda Niedwick 919.515.8471
Contact Information: 919.515.8483 or ken_burgess@ncsu.edu

Gene Shutt - Director, Millstone 4-H Center. *Contact Information: 336.593.8057*

Lee Scripture – Extension Associate, Director, Eastern 4-H Environmental Education Conference Center. *Contact Information: 252.797.4800 or lee_scripture@ncsu.edu*

Sara Phelps - Extension Assistant, Marketing Director. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800 or sara_phelps@ncsu.edu*

Teresa Spruill - Administrative Services Assistant V. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800 or teresa_spruill@ncsu.edu*

Nikki Norman – Office Assistant III, Reservationist. Eastern 4-H Environmental Education

Conference Center *Contact Information: 252.797.4800 or nikki_norman@ncsu.edu*

Rebecca Ingalls – Food Service Supervisor III. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800 or becky_ingalls@ncsu.edu*

Elaine Furlough – Meals on Wheels – Cook. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800*

Wanda Gardner – Meals on Wheels – Cook. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800*

Orlando Harris – Meals on Wheels – Driver. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800*

George Owens - Maintenance Supervisor. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800 or george_owens@ncsu.edu*

Charles Midgette – Maintenance Mechanic II. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800 or charles_midgette@ncsu.edu*

Terri Spear – Housekeeping Supervisor. Eastern 4-H Environmental Education Conference Center *Contact Information: 252.797.4800 or teresa_spear@ncsu.edu*

Jeff North – Extension Associate, Director, Betsy-Jeff Penn 4-H Center. Responsible for the overall financial, facility and programming operation of the Center.
Contact Information: 336.349.9445 or jeff_north@ncsu.edu

Chance Eckles – Extension Assistant, Summer Program Director for Betsy-Jeff Penn 4-H Center. Summer Camp Director in charge of administrating that program. Liaison with county agents who bring campers. Helps develop marketing materials for programs. Active in program design, staffing and day to day operation. Follows American Camp Association standards.
Contact Information: 336.349.9445 or chance_eckles@ncsu.edu

Jeff Johnson – Facilities Maintenance Coordinator, at Betsy-Jeff Penn 4-H Center. Supervises the temporary house keeper and maintenance staff in their daily duties of cleaning and landscaping. Repair of facility, vehicles and equipment as needed. Formulate and implement a comprehensive preventive maintenance plan for all building and assets of the Center.
Contact Information: 336.349.9445 or jeff_johnson@ncsu.edu

Kevin Moore - Extension Assistant, Education Director for Betsy-Jeff Penn 4-H Center. Education Director for the school programs in the spring and fall. Works with teachers in developing field trips that correlate and enhance classroom objectives. Position requires marketing both school programs. Also staff hiring, supervision and scheduling. The Education Director orders program and store supplies as needed.
Contact Information: 336.349.9445 or Kevin_moore@ncsu.edu

Lee Jennings- Event Coordinator, duties include food and kitchen supervision of meals served at the Center. Orders food, plans menus and budgets per meal food costs of summer camp and

user groups. Acts as a host and first point of contact for weekend groups. Facilitate the growth of marketing and fund raising events for the Center.

Contact Information: 336.349.9445 or lee_jennings@ncsu.edu

Carole Lemons Griffin - Administrative Services Assistant V, Betsy-Jeff Penn 4-H Center. Office administration; enters NCSU payroll and required revenue and expenditures. Main contact person for weekend groups. Answers phones and Center correspondence as required.

Contact Information: 336.349.9445 or carolelgriffin@bellsouth.net

Belinda Niedwick – Program Assistant V, provides support for Dr. Thearon McKinney, Dr. Mitzi Downing, Mr. Larry Hancock, Mr. Ken Burgess, and the 4-H Camps. Also, assists in processing bills and reimbursements for Carolyn Langley with the LABO program and David Brittain with the USDA/Air Force Partnership for 4-H Opportunities program.

Contact Information: 919.515.8471 or belinda_niedwick@ncsu.edu

Carol Reilly – Program Assistant, works with Dr. Ben Silliman, Shannon McCollum, and Tovi Martin *Contact Information: 919.515.8470 or carol_reilly@ncsu.edu*

Human Resource Development and Delivery Team

Dr. R. Dale Safrit - Associate Professor and Extension Specialist. Serves as Team leader for the Human Resource Development and Delivery (HRDD) Team. Provides leadership to all 4-H Youth Development paid staff continuing professional education, including State 4-H New Professionals' Orientation (NPO), the annual Youth Development Institutes (YDI), the graduate program specialization in Youth Development Leadership (YDL), and coordination of distance-based state 4-H in-services. Conducts scholarly and creative work related to staff development, and non-profit management and leadership; Serves as state 4-H liaison to the West District.

Program Assistant: Stefanie Conrad 919.515.8468

Contact Information: 919.513.0306 or dale_safrit@ncsu.edu

Dr. Ed Maxa – Associate Professor, Department Extension Leader. Provides leadership for the development and management of 4-H curriculum. Provides support for the club, school enrichment, afterschool and special interest delivery modes. Serves as liaison with subject matter specialists and as liaison for the North Central District.

Administrative Secretary: Blanche Stokes 919.515.8425

Contact Information: 919.515.8479 or ed_maxa@ncsu.edu

Dr. Harriett Edwards - Assistant Professor and Extension 4-H Specialist, Continuing Volunteer Education. Provides leadership for 4-H Youth Development volunteer development programs, including 4-H Master Volunteer Achievement in Continuing Education (ACE) program. Serves as staff advisor to the NC 4-H Volunteer Leaders' Association and as liaison to the North Carolina Association of Extension Program Assistants, Associates and Technicians. Serves as administrative liaison to the Southwest District. Conducts scholarly and creative work related to volunteer administration. Program Assistant: Stefanie Conrad 919.515.8468

Contact Information: 919.515.9548 or harriett_edwards@ncsu.edu

Carolyn Rudd – 4-H EFNEP Extension Associate Coordinator.
Administrative Secretary: Blanche Stokes 919.515.8425
Contact Information: 919.515.8478 or Carolyn_rudd@ncsu.edu

Cintia Aguilar - Extension Assistant, Migrant Education Program Statewide Recruitment Coordinator. Coordinate North Carolina Migrant Education Program (MEP) and Identification & Recruitment (ID&R) plan. The Migrant Education Program provides supplemental services to migrant students to enable them to meet high academic challenges and performance standards that are expected for all children. Provide statewide ID&R training. Remain up-to-date with ID&R regulations and communicate them to the Local Education Agencies (LEA). Provide assistance to develop local ID&R plans and recruitment activities. Coordinate efforts to develop and strengthen NC MEPs network system to recruit and refer migrant families for services. Establish and help monitor the NC MEP Quality Control system. Explore new areas for potentially establishing new programs. Program Assistant: Stefanie Conrad 919.515.8468
Contact Information: 919.513.0311 or cintia_aguilar@ncsu.edu

Tracey Langston - Extension Assistant. 4-H/Support Our Students Project Coordinator.
Administrative Secretary: Blanche Stokes 919.515.8425
Contact Information: 919.515.8099 or tracey_langston@ncsu.edu

Erin Bain - Extension Assistant: 4-H/Support Our Students Project Assistant. Conduct research on juvenile justice, at-risk youth, youth development and similar topics - identifying at least five new useful sites/resources a month to be distributed to the SOS listserv, DJJDP website, and the Quarterly SOS Newsletter, Develop and distribute the Quarterly SOS Newsletter, Develop and deliver training for local SOS programs, Conduct SOS technical assistance site visits, Develop survey instruments and gather feedback as requested by DJJDP, Solicit and compile samples of SOS site successes, Maintain and promote the SOS listserv, Attend any joint 4-H/SOS meetings as needed. Administrative Secretary: Blanche Stokes 919.515.8425
Contact Information: 919.515.8500 or erin_bain@ncsu.edu

Kate Guerdat – Extension Assistant: 4-H Afterschool, Department of 4-H Youth Development. Provide statewide training and curriculum assistance for counties which provide afterschool opportunities, Conduct research on best practices of afterschool programming in order to develop and deliver training to county providers, Support the Extension Specialist for delivery modes including: clubs, special interest, after school, and school enrichment.
Administrative Secretary: Blanche Stokes 919.515.8425
Contact Information: 919.515.9568 or kate_guerdat@ncsu.edu

Jackie Helton – Extension Assistant: Curriculum, Department of 4-H Youth Development
To assist and support county and departmental faculty in areas related to curriculum development, management, and training. Duties include organizing and supporting writing teams for new or revised products in support of LRFA objectives and researching grant opportunities for curriculum products and web based interactive materials. Managing curriculum review process, pre-press ordering process, publication/teacher web sites, curriculum blogs and assisting with 4-H Curriculum Committee. Assisting in training, development of training materials and organizing training functions for volunteers, 4-H agents, and subject matter agents. Administrative Secretary -Blanche

Stokes 919-515-8425

Contact Information: 919-515-8475 or Jackie_Helton@ncsu.edu

Blanche Stokes - Administrative Secretary, works with The Human Resources Research and Delivery Mode Team, supporting Dr. Ed Maxa, Carolyn Rudd, Tracey Langston, Kate Guderat and Erin Bain. *Contact Information: 919.515.8425 or blanche_stokes@ncsu.edu*

Stefanie Conrad - Program Assistant IV. Works with Dr. Dale Safrit, Dr. Harriett Edwards, and Cintia Aguilar. *Contact Information: 919.515.8468 or stefanie_conrad@ncsu.edu*

Partner Development Team

Sharon Rowland - Executive Director of Development for Cooperative Extension.

Contact Information: 919.515.9267 or sharon_rowland@ncsu.edu

Vacant – Assistant Executive Director, NC 4-H Development Fund.

Sarah Ray - Director of Development for Extension Programs.

Contact Information: 919.515.9263 or sarah_ray@ncsu.edu

Beth Farrell - Assistant Director of Development for 4-H Camps.

Contact Information: 919.515.8292 or beth_farrell@ncsu.edu

Vacant – Program Assistant V.

Crystal Green – Accounting Clerk for Extension Programs.

Contact Information: 919.513.0136 or crystal_green@ncsu.edu

Jo Yarley – Office Assistant IV.

Contact Information: 919.513.7989 or jo_yarley@ncsu.edu

Department of 4-H Youth Development Operational Organizational Chart

Administrative Services Team

Dr. Marshall Stewart,
Department Head

Ms. Angie Thomas
Ms. Connie Watt
Mr. Robert Sossomon

**Youth Program Development
and Delivery Team**

Dr. Thearon McKinney, Team
Leader/Facilitator

Dr. Ben Silliman
Dr. Mitzi Downing
Ms. Shannon McCollum
Ms. Tovi Martin
Mr. Larry Hancock
Mr. Ken Burgess
Ms. Belinda Niedwick
Ms. Carol Reilly

*Note: Overall program management
of 4-H Camping program

**Human Resource Development
and Delivery Team**

Dr. Dale Safrit, Team
Leader/Facilitator

Dr. Ed Maxa
Dr. Harriett Edwards
Ms. Carolyn Rudd
Ms. Tracey Langston
Ms. Erin Bain
Ms. Cintia Aguilar
Ms. Kate Guerdat
Mr. Jackie Helton
Ms. Blanche Stokes
Ms. Stefanie Conrad

Partner Development Team

Ms. Sharon Rowland, Team
Leader/Facilitator

Ms. Sarah Ray
Ms. Beth Farrell
Ms. Crystal Green
Ms. Jo Yarley

Camping Program Staff

Eastern 4-H Conference Center

Mr. Lee Scripture,
Center Director

Ms. Sara Phelps
Ms. Teresa Spruill
Ms. Nikki Norman
Mr. George Owens
Mr. Charles Midgette
Ms. Rebecca Ingalls
Ms. Terri Spear
Mr. Orlando Harris
Ms. Elaine Furlough
Ms. Wanda Gardner

Betsy Jeff Penn 4-H Center

Mr. Jeff North.,
Center Director

Mr. Chance Eckles
Mr. Kevin Moore
Ms. Carole Griffin
Mr. Jeff Johnson
Ms. Lee Jennings

Millstone 4-H Center

Mr. Gene Shutt,
Center Director

Mr. Greg Getsinger