Extension Agent 4-H
Extension Agent I, II or III
Lake County (Central District)

Application deadline: June 8th, 2007 or until filled*

Job Summary:

Provide leadership for development, implementation and evaluation of a comprehensive county 4-H youth development program in cooperation with local citizens and county/state Extension colleagues. Develop, sustain and monitor the effectiveness of a volunteer system to staff the 4-H program including recruitment, volunteer staff development and evaluations/recognition. Maintain an effective 4-H Advisory Committee. Target programs to achieve program balance reflective of the county’s population diversity and to address the unique educational needs of the county’s residents. Provide leadership for managing private financial resources to support 4-H programming. Provide leadership for management of all program components including program policies, enrollments and records, risk management, communications and educational materials. Establish and maintain an effective system for accountability and public information to all relevant individuals, groups, organizations and agencies. Develop and sustain partnerships with community agencies and organizations sharing common goals. Assume other assignments and responsibilities in support of the total Extension program; follow all University and county policies and procedures.

Qualifications:

Bachelor’s Degree required; Master’s Degree preferred. Significant progress on Master’s degree must be made in five years. Degrees must be from accredited colleges and universities in youth development, education, community development/sociology or related fields.

Must have ability to design, teach and conduct community-based educational programs, manage volunteer systems and apply experiential education and community development methods. Must have skills in working cooperatively with youth and adults; has qualities of resourcefulness, creativity, enthusiasm and innovativeness. Possesses good verbal and written communication skills; has good organizational development and management skills. Works independently with minimal supervision; works effectively as team member. This position supervises one full-time 4-H program assistant and an office associate. Agent must be able use computer technology for communications and program management functions.

Willing to work irregular hours and weekend; occasional overnight travel required. Must be able to obtain a Florida Driver’s license; must be willing to travel using personal vehicle. Employment is contingent upon the results of a national background screening and the successful candidate must also complete a physical exam and background check required by Lake County Board of County Commissioners.