



**Position # 0001-4182**

**Requisition # 53303**

**Classification Title: Extension Agent I, II, or III – 4-H Youth Development**

**Application deadline: 12 October 2019**

**Job Description:**

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments that provides quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, horticulture, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Gadsden County seek to fill a 12-month, permanent status-accruing 4-H Youth Development Extension Agent position. This position has two focus areas: 1) Providing leadership to develop, implement, evaluate, and report on accomplishments of a comprehensive county 4-H Youth Development program with an emphasis on 4-H volunteer management; and 2) Providing leadership for a program targeting 4-H youth participation with an emphasis on workforce preparedness. County extension programs are based on local input from active advisory groups maintained by the agent.

As the Agent, you will be expected to:

- Develop, implement, and evaluate your 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, evaluation, and recognition.
- Ensure compliance with Florida 4-H youth protection policies, including screening and training 4-H volunteers.
- Maintain an effective county 4-H Association.
- Target programs to achieve program balance reflective of the county's population diversity and to address the unique educational needs of county residents.
- Secure and manage private financial resources to support 4-H programming and ensure compliance with UF/IFAS Extension financial policies.
- Manage program policies, enrollments and records, risk, communications, and educational materials.
- Establish and maintain an effective system for accountability.
- Possess or develop an area of expertise to share across county lines.
- Follow all university and county policies and procedures.
- Proactively work with supervisor to manage work-life balance.

- Assume other assignments and responsibilities in support of the total Extension program as assigned by the County Extension Director and District Extension Director.

You must demonstrate the ability to:

- Design, implement, and evaluate community-based educational programs based on needs assessment with input from county 4-H Association and community members.
- Manage volunteer systems and apply experiential education and community development methods.
- Work with community agencies and groups in collaborations and partnerships.
- Work with and enhance strong local advisory committees.
- Develop and maintain good media relations.
- Work cooperatively with youth and adults as a leader and team member.
- Work independently with minimal supervision.

**Minimum requirements:**

You must have a bachelor's degree from an accredited college or university in youth development, education, community development/sociology or a related field. If hired solely with a bachelor's degree, we want you to continue to grow in your career. As such, we expect you to make at least 50% progress towards obtaining your master's degree within the first 6 years of employment.

Knowledge and experience with computer technology are essential. In addition, you must possess good verbal and written communication skills; have qualities of resourcefulness, creativity, enthusiasm and innovativeness; and have good organizational development and management skills.

Extension Agents are UF/IFAS faculty members; implicit in this position is the need to work outside of normal business hours. Therefore, the candidate must be flexible with his/her time and must be willing to work irregular hours, including evenings and weekends. Overnights with volunteers and youth and professional development travel is required.

You must be able to hold a Florida Driver's license and must be willing to travel using personal transportation. Employment is contingent upon the results of a national background screening. Gadsden County may require drug testing and additional requirements for employment.

**Preferred qualifications:**

A master's degree in a scientific field and experience creating lesson plans, developing instructional materials, and applying teaching methods appropriate for the audience are highly desirable. Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role.

Experience working in multicultural settings and coursework/training on multicultural topics are highly desirable. You should be an effective written and verbal communicator, feel comfortable

presenting in front of small and large crowds, be able to establish solid partnerships, and find innovative ways to attract new audiences and volunteers. Previous experience with 4-H as a member, leader, or agent and experience with 4-H clubs, camps, school enrichment, and after-school programs is desirable. It is preferred that you establish residency in Gadsden County within 6 months of employment.

**Further information:**

This position is located at the Gadsden County Extension Office in Quincy, FL. Quincy is the county seat of Gadsden County, situated in the panhandle of Florida near Tallahassee, the state capital. The county is approximately 516 square miles with a population of almost 48,000. The Univ. of Florida/IFAS North Florida Research and Education Center and the Florida A&M Univ./CAFS Research and Extension Center are also located in Quincy. Four faculty members and three support staff make up the Gadsden County Extension team. Additional assistance is provided to the 4-H program through adult volunteers.

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida's 67 counties.

Candidates will be reviewed as applications are received, but please be aware that interviews might not be scheduled until 4 to 6 weeks after the position closing date.

**Application Instructions**

Apply at <http://apply.interfolio.com/68886> by 11:59 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae

The following documents are required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

- Previous Employment Form (located at [http://personnel.ifas.ufl.edu/prev\\_employment.pdf](http://personnel.ifas.ufl.edu/prev_employment.pdf) ).
- Unofficial copies of all transcripts and/or coursework of your academic degrees

- A minimum of 3 reference rating forms (located at [http://personnel.ifas.ufl.edu/ref\\_form.pdf](http://personnel.ifas.ufl.edu/ref_form.pdf) ) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

Ms. Dana LeCuyer  
UF IFAS Human Resources  
Faculty Recruitment and Hiring  
P O Box 110281  
Gainesville, FL 32611-0281  
[dlecuyer@ufl.edu](mailto:dlecuyer@ufl.edu)  
Fax: (352) 392-3226

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by [National Association of Credential Evaluation Services \(NACES\)](#).

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida's Sunshine Law.

The [University of Florida](#) is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The [Institute of Food and Agricultural Sciences](#) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. The University and greater Gainesville community enjoy a diversity of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.