



Position # 0001-3765

Requisition # 501603

**4-H Youth Development Extension Agent I or II
University of Florida/IFAS Extension at Suwannee County
Live Oak, FL (Northeast Extension District)**

Application deadline: March 24, 2017

The University of Florida/IFAS Extension and Suwannee County seek to fill a 12-month, permanent status-accruing Extension Agent position that will provide leadership for a comprehensive youth development program that includes the three national 4-H priorities [leadership and citizenship, healthy lifestyles, and STEM (Science, Technology, Engineering and Mathematics)]. The salary for this position is funded 60% by UF and 40% by Suwannee County. The successful candidate must have the ability to design, conduct, teach, and report on community-based educational programs, establish organizational strategies, manage volunteer development systems, and apply experiential education and community development methods. Following a needs assessment, the incumbent will be responsible for developing, delivering, and evaluating educational programs for adults and youth using all delivery methods (including community clubs, special interest clubs, school enrichment, day and residential camping, and county/district/state/national competitive events).

Duties and Responsibilities

The agent will:

- Develop non-formal youth education programs that support the 4-H mission to provide hands-on learning to equip youth with life skills.
- Recruit, train, and retain a network of volunteers who serve as mentors to youth in 4-H clubs and all aspects of the programs.
- Develop and implement youth leadership opportunities for 4-H members enrolled in all 4-H project areas.
- Research STEM educational resources, write lesson and unit plans, and pilot new curricula with community clubs.
- Evaluate the short-term impacts of program initiatives and document long-term changes in youth practices and behaviors.
- Cooperate with 4-H staff to provide guidance, leadership, and oversight for the Suwannee County 4-H Foundation.
- Cooperate with the 4-H Association Advisory Board to identify educational priorities and program expansion opportunities.
- Develop and sustain partnerships with community agencies and leaders, businesses, county government, media, and the public.

- Provide timely communication with clients using newsletters, social media, phone, email and group/individual teaching events.
- Attend and contribute to professional associations and in-service trainings, and actively seek out professional development opportunities.
- Seek extramural funding and participate in revenue enhancement (acquire grants, contracts, gifts, monetary funds, program fees and in-kind support) to support the overall program.
- Develop creative works (including presentations, fact sheets, posters, webpages, blogs) and write extension educational materials.

The successful candidate must demonstrate the ability to:

- Design, implement, and evaluate community-based educational programs based on needs assessment with input from the county 4-H advisory committee 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.
- Develop an effective plan for work-life balance in consultation with District Director, County Director, and mentor.

The successful candidate will be expected to attain permanent status and promotion per UF/IFAS guidelines. The agent will create an annual plan of work (POW) and report of accomplishment (ROA). The agent will be expected to work some nights and weekends each month to reach desired audiences and programming goals. Professional scheduling is permitted to promote work-life balance. The agent will assume other responsibilities as assigned by the County Extension Director or District Extension Director.

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.

Qualifications

A bachelor's degree in youth development or a closely related education field is required. A master's degree and/or experience are preferred. A candidate hired without a master's degree will be expected to make at least 50% progress towards obtaining one within 6 years of hire.

The agent should have:

- Working knowledge of experiential learning and positive youth development.
- A track record of successfully producing project deliverables.
- Strong relationship-building and people skills.

- The ability to work effectively in teams and with volunteers.
- A responsive, creative, energetic and team-oriented attitude that is used to solve local problems.
- Excellent written, oral, and listening communication skills.

Proficiency with typical office computer software applications, web research, navigation and social media is required. Familiarity with, or willingness to learn, webpage design software and online tools in educational technology is highly desirable. Candidates must be able to obtain and maintain a valid Florida driver's license. Candidates should anticipate travel in/out of the county with occasional overnight travel, irregular hours and some nights and weekend work. Employment is contingent upon completion of a background check and drug screening test.

Other Information

Suwannee County is a small (689 square miles) rural community (about 44,000 population) in Northeast Florida. The main towns are Live Oak, Branford, Dowling Park, and Wellborn. The county is home to the Spirit of the Suwannee Music Park and Campground and more first-magnitude springs within a 2-mile radius than anywhere else in the world. Suwannee County is bordered on three sides by the historic Suwannee River.

FOR INFORMATIONAL PURPOSES ONLY: 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.

Application Instructions

Apply through the online UF application system at <http://explore.jobs.ufl.edu/cw/en-us/job/501603> , and attach your Resume or CV, as well as a cover letter that describes how your experience and qualifications have prepared you for this position. Applications must be submitted by 11:55 PM on the position end date.

TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

You must submit unofficial copies of all transcripts and/or coursework of your academic degrees. You may attach these as an "other" document, or you may submit to our office as directed below. An unofficial copy is acceptable for the application process, but before you can be hired, IFAS Human Resources must have the official transcript for your highest degree on file.

Also, all applicants must have at least three reference rating forms on file. Reference forms

must be less than one year old. If you have not already done so, please contact your professional/academic references and ask that they complete a reference rating form on your behalf. The form is located at http://personnel.ifas.ufl.edu/ref_form.pdf .

Please also complete and submit the Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day after the position closing date. All documents submitted by fax or email must be received no later than the next business day. If your official transcripts will arrive after the closing date, you must also submit unofficial transcripts by the deadline.

Requested reference forms and transcripts should 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
Fax: (352) 392-3226

Final candidate will be required to provide 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), which can be found at <http://www.naces.org/> .

The University of Florida is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The selection process will be conducted in accord with the provisions of Florida's 'Government in the Sunshine' and Public Records Laws. Persons with disabilities have the right to request and receive reasonable accommodation.