Position # 0001-4007
Requisition # 507955

Classification Title: State Specialized Extension Agent III or IV and Associate State Program Leader for 4-H Youth Development

Application deadline: 10 August 2018

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 seeks to fill a 12-month, 100% Extension, permanent-status accruing State Specialized Extension Agent position to serve as Associate State Program Leader for 4-H Youth Development. The Associate Program Leader will 1) conduct programming, create resources, and conduct evaluation in the area of volunteer management or an alternative program area suggested by applicant; 2) facilitate/coordinate collaboration and cooperation among state and county faculty/staff in planning, developing, implementing, and evaluating 4-H Youth Development programs; 3) ensure that 4-H Youth Development programming across all focus areas includes explicit, intentional youth development; and 4) coordinate the implementation of programmatic, risk management, and youth protection policies.

Administrative Duties (60%)

- Lead and manage the day-to-day operations of the State 4-H Headquarters, including mentoring and supervision of state 4-H staff.
- Serve on the screening committee for vacant 4-H county faculty positions.
- Lead the planning team for creating relevant on-boarding experiences for new 4-H faculty.
- Collaborate with State Extension Specialists, Regional Specialized Agents, County Agents, District Extension Directors, and County Extension Directors to proactively address 4-H-related issues related to equity, access, Affirmative Action and Opportunity, and youth protection.
- Collaborate with campus resources from Office of Youth Conference Services, General Counsel, and Treasury to clarify policies regarding membership, risk management, and volunteer management.
- Work with communications and fundraising staff to promote the 4-H program through traditional and social media, fundraising events, and other statewide opportunities (such as the Florida State Fair, Sunbelt, etc.).
Serve as a non-voting member of the Florida 4-H Foundation (faculty representative) to provide guidance on program trends, issues, and needs related to fundraising.

Communicate with statewide partners such as Florida Farm Bureau, 4-H National Council, Florida Department of Agriculture and Consumer Services, as well as helping establish new partnerships.

Provide leadership for UF/IFAS Extension Roadmap Initiative 7 by facilitating communication and collaboration among the team and affiliated priority work groups.

**Programmatic Duties (40%)**

- Provide direct teaching, leadership, and scholarly contributions within a program area like volunteer management. Candidates can also propose a program area of focus (e.g., STEM, Citizenship/Leadership) in the letter of application based on individual strengths and programmatic vision.
- Contribute to the scholarly advancement of the 4-H Youth Development profession by providing statewide leadership and professional development programming related to positive youth development or volunteer development (or area of focus).
- Provide statewide leadership of the biannual Youth Development Institute.
- Promote and support statewide Extension and 4-H Youth Development priorities based on the UF/IFAS Extension Roadmap.

**Relationships and Supervision:**

The Associate State Program Leader for 4-H Youth Development provides administrative oversight for the state 4-H team and is under the supervision of the Associate Dean for Extension – State Program Leader for 4-H Youth Development, Families and Communities.

**Minimum requirements:**

An earned master’s degree from an accredited university in youth development or a closely related discipline is required. Degrees in other disciplines will be considered for candidates with professional 4-H Youth Development experience. Candidates must have at least 10 years of Extension/4-H experience with a demonstrated ability to work with volunteers and diverse audiences and to design, promote, implement, and evaluate youth development programs based on experiential learning principles. Current UF extension agents must hold the rank of Extension Agent III or IV within University of Florida/IFAS Extension. Current UF employees should hold Permanent Status/Tenure within University of Florida/IFAS Extension. The Associate State Program Leader must be willing to work irregular hours, evenings and weekends; occasional overnight travel is required, as well as travel with a personal or state vehicle. Candidates must be supportive of the mission of the Land-Grant system (teaching, research, and extension) and must have a commitment to IFAS core values of excellence, diversity, global involvement, and accountability. Candidates must possess technological literacy and have the ability to learn new software and technology. The successful candidate must be able to obtain and maintain a valid Florida Driver’s license and pass a criminal background check.
Preferred qualifications:

A doctoral degree is preferred. Candidates should have demonstrated skills in verbal and written communication, interpersonal relationships, team leadership, problem-solving, and procurement of extramural funding. Skills in providing web-based learning are also valuable.

Further information:

The UF/IFAS 4-H Youth Development Program (http://florida4h.org/) is a non-formal, practical educational program for youth ages 5-18, with more than 200,000 young people participating in county 4-H programs across Florida. Florida 4-H is supported by more than 14,000 youth and adult volunteers. More than 6.5 million youth participate in 4-H nationwide.

The University of Florida (www.ufl.edu) encompasses 16 on-campus academic departments and schools, 12 Research and Educational Centers (REC) located throughout the state, 6 Research sites/demonstration units administered by RECs or academic departments, and Florida Cooperative Extension Service offices in all 67 counties (counties operate and maintain). The School of Natural Resources and Environment is an interdisciplinary unit housed in IFAS and managed by several colleges on campus. IFAS employs more than 2500 people, which includes approximately 900 faculty and 1200 support personnel located in Gainesville and throughout the state. IFAS, one of the nation’s largest agricultural and natural resources research and education organizations, is administered by a Senior Vice President and four deans: the Dean of the College of Agricultural and Life Sciences, the Dean for Extension and Director of the Florida Cooperative Extension Service, the Dean for Research and Director of the Florida Agricultural Experiment Station, and the Dean for the College of Veterinary Medicine. UF/IFAS also engages in cooperative work with Florida A&M University in Tallahassee.

The University of Florida is a Land-Grant, Sea-Grant, and Space-Grant institution, encompassing virtually all academic and professional disciplines, with an enrollment of more than 53,000 students. UF is a member of The Association of American Universities. The Institute of Food and Agricultural Sciences (https://ifas.ufl.edu/) includes the College of Agricultural and Life Sciences (http://cals.ufl.edu/), the Florida Agricultural Experiment Station (https://research.ifas.ufl.edu/), the Florida Cooperative Extension Service (http://sfyl.ifas.ufl.edu/), the College of Veterinary Medicine (www.vetmed.ufl.edu), and the Florida Sea Grant program (www.flseagrant.org).

Application Instructions

Apply through the online UF application system at http://explore.jobs.ufl.edu/cw/en-us/job/507955, 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 p.m. (Eastern) of the posting 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.