Position # 0001-4082  
Requisition # 505279  

4-H Youth Development Extension Agent I, II, or III  
University of Florida/IFAS Extension at Hardee County  
Wauchula, FL (Southwest Extension District)  

Application Deadline: 24 November 2017  

University of Florida/IFAS Extension and Hardee County seek to fill a 12-month, permanent status-accruing Extension Agent position that will provide direction and leadership for the development, implementation, and evaluation of a 4-H Youth Development extension program. The agent will collaborate with local governments, businesses, social service agencies and extension professionals to provide educational programs for youth. A major responsibility of this position will be to manage, train, screen, and recruit adult volunteers who give guidance and programmatic support to the 4-H organization in the areas of animal sciences, STEM (Science, Technology, Engineering, and Math), arts, entrepreneurship, agriculture, career development, environmental education, leadership and citizenship. This position will also work with 4-H youth (ages 5 to 18) in the same areas. This position is also responsible for keeping daily records of local 4-H financial expenditures and revenues.

The agent will develop, teach, and evaluate 4-H educational programs in agriculture, natural resources, science awareness, healthy lifestyles, citizenship and leadership. The agent will work on the development of 4-H community club programs as well as the implementation of 4-H school enrichment programs and 4-H after school programs. The agent is expected to participate in growing an existing volunteer base as well as training, working, and managing volunteers like club leaders, project volunteers, and subject matter volunteers.

The agent must have the ability to work effectively as a team with a diverse audience including minority groups, community leaders, media, and the general public. The ability to work with community organizations, agencies and their leaders to develop collaborative programming is necessary. The ability to prepare comprehensive reports and communicate ideas clearly and concisely, both orally and in writing, is required.

The agent will work with other 4-H staff and district faculty to develop effective working relationships within the community. The agent must maintain a strong relationship with the 4-H advisory committee. He or she will be expected to participate in appropriate in-service trainings to stay abreast of youth needs and be familiar with county, state, and federal regulations and statutes on youth. The agent must be willing to work a significant number of irregular hours, including evenings, weekends, and overnight travel.
The agent will follow all Extension policies regarding affirmative action, program development, and program reporting. The agent will assume other responsibilities as assigned by the County Extension Director and District Extension Director. The incumbent will be expected to work with agencies and organizations to assist or lead cooperative and interdisciplinary projects, provide service to schools, develop creative works (presentations, posters, website development, etc.), write non-technical people-friendly and scholarly publications, and participate in professional societies. The agent should be highly motivated with resourcefulness, creative, and innovative qualities.

The agent will be expected to:

- Implement programs and provide services that reflect the diverse needs of the youth and volunteers in the community.
- Have or develop an area of expertise to share across county lines, particularly regarding development of 4-H volunteers.
- Manage volunteer systems and apply experiential education and community development methods.
- Develop good media relations to promote and disseminate educational information.
- Manage financial resources to support the 4-H youth development program.
- Manage program components including program policies, records, risk management, communication, and educational materials.
- Establish and maintain an effective system of accountability and public information to all relevant individuals, groups, organizations, and agencies.
- Develop and sustain partnerships with community agencies and leaders, businesses, media, and the general public.
- Develop effective working relationships with other programs in Hardee County.
- Follow all University of Florida and Hardee County policies and procedures.
- Work with agencies and organizations to acquire grants and other revenue enhancement.
- Attain permanent status and promotion per UF/IFAS guidelines.
- Assume other assignments and responsibilities in support of the total Extension program as assigned by the County Extension Director and 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 from an accredited college or university in youth development, education, community development/sociology, agriculture, natural resources, or related field is required. A master’s degree is preferred. If hired with a bachelor’s degree only, the agent will be expected to make at least 50% progress towards obtaining a master’s degree within the first 6 years of employment. The successful candidate must pass background checks and a drug screen to work with youth as required by the Univ. of Florida and Hardee County. Candidates must
show evidence of being a proactive leader with a track record of teaching and facilitation skills and must be able to create and maintain resource networks. Candidates must show demonstrated skills using the internet and various web-based tools in educational programs. Candidates must have experience working with diverse audiences at all socioeconomic levels. The selected candidate must possess or be able to obtain a valid Florida driver’s license.

Additional Information
Hardee County is one of the country’s prime agricultural centers, with an abundance of produce and prize-winning livestock. The county is made up of 500,000 acres. The rural community is home to approximately 28,000 and is known for its clean air, clean water, safe streets, friendly neighbors, civic pride, affordable living and hometown fun. “Quality of life” takes on a new meaning in a setting where children can walk to neighborhood schools, housing is affordable and appealing, businesses enjoy minimal overhead and optimal labor force and the pace stays somewhere between smooth and steady. Life in Hardee County also means wide-open economic opportunities, communities eager to support new industry and growth, a ready labor force, an appealing tax climate, and a thriving urge to maintain our history of success.

Hardee County offers a small-town atmosphere with a close proximity to larger cities. The beautiful Peace River flows through the county offering recreation and fertile agricultural lands. Canoeing, fishing, and fossil hunting are a favorite pastime with our many visitors.

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/505279](http://explore.jobs.ufl.edu/cw/en-us/job/505279), 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. Application 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](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](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/](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.*