



Position # 0000-4188

Requisition # 502907

**4-H Youth Development Extension Agent I, II, or III
University of Florida/IFAS Extension at Leon County
Tallahassee, FL (Northwest Extension District)**

Application deadline: August 10, 2017

Position Summary

University of Florida/IFAS Extension and Leon 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 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. County extension programs are based on local input from active advisory groups maintained by the agent.

Duties and Responsibilities

The agent will:

- 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 evaluation/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.
- Provide leadership for securing and managing private financial resources to support 4-H programming and ensure compliance with UF/IFAS Extension financial policies.
- Provide leadership for the 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.
- Possess or develop an area of expertise to share across county lines.
- Assume other assignments and responsibilities in support of the total Extension program as assigned by the County Extension Director and District Extension Director.
- Follow all University and county policies and procedures.
- Proactively work with supervisor to manage work-life balance.

The successful candidate 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.
- Maintain work-life balance in consultation with County Extension Director

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

Qualifications

A bachelor's degree is required; a master's degree in a scientific field is preferred. If hired with solely a bachelor's degree, at least 50% progress towards obtaining a master's degree is expected within 6 years of employment. The degree must be from an accredited college or university in youth development, education, community development/sociology, or a related field.

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

The successful candidate 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. It is preferred that the candidate establish residency in Leon County within six months of employment. Leon County may require drug testing and additional requirements for employment.

Other information

Leon County Extension is a grant county and is located in Tallahassee, the state capital with a population of more than 287,822 people in 109,209 households, with 39,500 youth between 5 and 18 years of age. In the Florida Panhandle, Tallahassee is also home to two major universities and a community college. Faculty members of Leon County Extension are expected

to maintain a professional relationship and cooperate in programming with commodity groups, schools, governmental and community agencies, and organizations sharing common goals.

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/502907> , 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 .

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.