Position # 0001-4579
Requisition # 506509

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

Application deadline:  16 March 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, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Charlotte County are seeking an Extension Agent to lead a 4-H Youth Development education program through the design, implementation, and evaluation of extension programming that meets the needs of the county’s diverse population.

As a Florida Extension Agent, you are a faculty member of the University of Florida. As such, you will be expected to provide scholarship through programming that supports 4-H community clubs and school enrichment programs. You will develop volunteers, create and deliver curricula in various subject matter specialties (like agriculture, natural resources, science awareness, healthy lifestyles, family life, citizenship, and leadership), seek grant funding, and present and publish your work.

You will use resourcefulness, creativity, enthusiasm, and innovation to strengthen current educational programs while reviewing and implementing new policies, maintaining records, assessing risks, communicating and marketing effectively across social media platforms, managing financial resources, and creating educational materials. Your main task is to recruit and continuously train adult volunteers in positive youth development techniques and subject matter experiences to deliver your programmatic vision to the youth of the community.

You will build an advisory committee composed of citizens and professionals representing all aspects of the community that will assist you with program priorities and design to reach your audiences. You will obtain financial resources to support your programs and you will manage all components (e.g., policies, records, risk, communications, and accountability.)

This role provides the opportunity to make a positive impact in the Charlotte County community as you help shape future generations. As such, you will collaborate with the District Extension Director and other 4-H Faculty on multi-county and multi-state projects and serve as a role model to the community.
Minimum requirements:
A successful candidate will have a bachelor’s degree in youth development, education, community development, sociology, agriculture, natural resources, or related field. A flexible schedule that allows for irregular hours, including weekends and overnight travel for up to 5 days is necessary. 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. Course work completed within the State University System of Florida comes with a tuition waiver. A valid driver’s license as well as national background screening are requirements of this position. Proficiency with computer technology, software applications, and internet use is required.

Preferred qualifications:
A master’s degree and professional experience are highly desirable. Bilingual ability (English/Spanish) is desirable. Expertise in getting groups to work together for higher goals, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role. You must 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. Familiarity with, or willingness to learn, web page design software and online tools in educational technology is highly desirable.

Further information:
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.

Charlotte County has a rich history going back to the early explorers including Ponce de Leon in the early 1520s. Charlotte County was named for the Bay of Charlotte Harbor. "Charlotte" came from "Carlota" (Spanish). In 1565, the Spanish named this area “Bahia de Carlota,” followed by the English in 1775 who named the area Charlotte Harbor in tribute to the Queen Charlotte Sophia, wife of King George III. Charlotte County was established April 23, 1921 with a present population of about 178,465. Punta Gorda is the only incorporated city in Charlotte County. A historic place in Charlotte County is the Old Charlotte County Courthouse.

Charlotte County has some of Florida’s most pristine marine resources. In 1996, the Charlotte Harbor estuary and its watershed were designated an estuary of national significance, thus creating the Charlotte Harbor National Estuary Program. Charlotte County’s shoreline extends 830 miles including river passages, a mangrove-edged aquatic preserve, and 28 miles of sandy
beaches. The County has 365 miles of canals, 190 miles of which are saltwater and 175 miles of freshwater.

Agriculture is a large part of the economy with many diverse operations. Citrus, beef, vegetables, sod, and honeybees peppered with specialty crops such as low-chill peaches and blueberries, dragon fruit, and even Australian Finger Limes are emerging as high-value commodities. A 2012 statistic showed that the total value of farm products sold in Charlotte County added up to at least $103 million.

Charlotte County has 18 public schools: ten elementary schools, three middle schools, three high schools, and two alternative schools. These schools represent 15,235 youth.

**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/506509](http://explore.jobs.ufl.edu/cw/en-us/job/506509), 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](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
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.