Position # 0001-4779
Requisition # 0906028

4-H Youth Development Extension Agent I, II, or III
University of Florida/IFAS Extension at Miami-Dade County
Homestead, FL (South Extension District)

Application deadline: July 29, 2014

Duties and Responsibilities
University of Florida/IFAS Extension and Miami-Dade County seek to fill a 4-H Youth Development county faculty (Extension Agent) position. This agent will be responsible for providing leadership to develop, implement, and evaluate a comprehensive county 4-H Youth Development program in Miami-Dade County. This agent will collaborate with another 4-H Youth Development Agent working in the county, and will cooperate with local citizens and county/state Extension colleagues. The successful candidate for this position will advance a broad range of youth development programs including citizenship, leadership, and environmental education. The agent will organize new and support existing 4-H clubs, special interest programs, camping, and school enrichment programs to meet the youth needs of the county. The agent will target programs to achieve program balance that reflect the county’s population diversity, as well as the unique educational needs of county residents. The agent will develop, sustain and monitor the effectiveness of a volunteer system including recruitment, volunteer staff development, and evaluations/recognition, and will maintain an effective County 4-H Association. The agent will provide leadership for managing private financial resources to support 4-H programming in conjunction with management of all program components (program policies, enrollments and records, risk management, communications, and educational materials). The agent will establish and maintain an effective system of accountability and public information supporting UF/IFAS 4-H Youth Development programs to all relevant individuals, groups, organizations and agencies. In addition, it will be important to develop and sustain partnerships with community agencies and organizations sharing common goals of youth development. Multi-county programming with neighboring counties is expected. Other assignments and responsibilities will be carried out in support of the total county extension program. The successful candidate will follow all University of Florida and county policies and procedures and will report to the Miami-Dade County Extension Director and the South District Extension Director. The 4-H Youth Development Office is located at Amelia Earhart Park in the city of Hialeah.

Qualifications
A Bachelor’s degree is required; a Master’s degree is preferred. Applicants holding only a Bachelor’s degree must complete at least 50% of a Master’s degree program within 6 years of appointment. Degrees must be from an accredited college or university in youth development, extension education, family and consumer science, agricultural education, community development/sociology, or a related field. A background in teaching science, STEM and/or environmental topics is preferred.
Preferred qualifications include 1 year of practical experience in youth development and/or extension education and experience working with diverse volunteers, youth and parents. (Must be determined eligible by the University of Florida/IFAS). Additional qualifying education and/or experience that provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis. Previous 4-H or youth work experience is also preferred.

Candidates must have the ability to design, teach, and conduct community-based educational programs, manage volunteer systems, and apply experiential education and community development methods. The agent must have skills in working cooperatively with youth and adults; possess qualities of resourcefulness, creativity, enthusiasm, and innovativeness; have good verbal and written communication skills; have good organizational development and management skills; be able to work independently with minimal supervision; be able to work effectively as team member; be able to use computer technology for communications and program management functions. Experience working in multicultural settings and coursework/training on multicultural topics are desirable. The agent must have ability to work effectively 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 agent must be willing to work irregular hours and weekends with occasional overnight travel. Miami-Dade County requires successful completion of a background check and a physical examination, including passing a substance screening. The successful candidate must be able to travel via personal transportation and must be able to obtain and maintain a Florida Driver’s License.

Extension programming in Miami-Dade County is a cooperative arrangement between the County and UF/IFAS. As such, both partners are involved in the supervision of the office and contribute to the salary and support resources.

Miami-Dade County (http://miamidade.gov/wps/portal) with a population of 2.6 million is located on the southern tip of the Florida peninsula. The main Extension Office is located in Homestead (http://miami-dade.ifas.ufl.edu/) about 1 mile from the Tropical Research and Education Center (http://trec.ifas.ufl.edu/). There are also three satellite offices in Hialeah, and on University of Miami campus on Key Biscayne.

Application Instructions

Apply through the online UF application system at http://jobs.ufl.edu/postings/54126.

Please complete an online application 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.

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. Official transcripts must be issued directly to our office from the institution.

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 as follows:

Faxed to the IFAS Office of Human Resources, Faculty Recruitment and Hiring, Attention Dana LeCuyer at 352-392-3226
OR
Emailed to dlecuyer@ufl.edu
OR
Mailed to:
Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

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.