Position: 0002-3017  
Requisition: 0902083  

Title: Regional Specialized 4-H Agent (4-H RSA) II, III, or IV  

Location: Central Extension District. The preferred office location is Gainesville, FL, but this location is negotiable within the Central Extension District (Flagler, Hernando, Lake, Marion, Orange, Osceola, Putnam, Seminole, St. Johns, Sumter, and Volusia counties).  

Application deadline: 2 Jan 2013  

Duties and Responsibilities: This position is 12-month, 100% Extension, and permanent-status accruing with the University of Florida, Institute of Food and Agricultural Sciences (UF/IFAS). The 4-H RSA will (1) provide leadership and support to county 4-H faculty in planning, developing, implementing, and evaluating 4-H Youth Development programs in the Central Extension District to ensure the quality of county and district 4-H programs; (2) provide professional development for county 4-H faculty in the Central Extension District and statewide; and (3) provide statewide leadership for designated 4-H program/curriculum areas.  

Specific responsibilities include:  

- Support effective and efficient planning, implementation, evaluation, and reporting of age-appropriate, experientially-based 4-H Youth Development programs (such as clubs, camps, school enrichment) at county and district levels by providing mentoring, guidance, and in-service education to Extension 4-H faculty, staff, and volunteers.  
- Provide statewide leadership for designated 4-H program and curriculum areas as assigned. Tasks include program/curriculum development, planning, and implementation through structured learning activities and events, recognition, and program evaluation. The specific program and project areas of responsibility will be assigned according to program needs and in consideration of the candidate’s qualifications, strengths, and interests. The assigned areas of responsibility may change periodically. The RSA is also expected to coordinate efforts with the State 4-H Educational Design Specialist and other specialists with relevant expertise as appropriate to ensure consistency and research-based information and best practices are used.  
- Serve as a liaison between 4-H State Headquarters and county 4-H faculty, County Extension Directors, the Central District Extension Director, state specialists, Research and Education Center faculty, and other partners and collaborators regarding 4-H program priorities, policies, and practices.  
- Assist with marketing the 4-H Youth Development program within the Central District and with 4-H public relations.  
- In cooperation with the State 4-H Resource Development Coordinator, the IFAS Development Office, and others as appropriate, identify and secure extramural funding through gifts, grants, or donations that expands 4-H Youth Development opportunities and programs.  
- Promote and support statewide Extension and 4-H Youth Development priorities based on the UF/IFAS Extension Road Map within the Central District. Assist in the assessment
of state 4-H Youth Development program needs and in setting program direction in cooperation with state 4-H faculty/staff. Contribute to the work of Extension/4-H committees (and other relevant planning teams supporting the UF/IFAS Extension operating plan) in integrating youth development research and best practices into educational programs

- Contribute to the advancement of the 4-H Youth Development profession.

**Relationships & Supervision:** The 4-H RSA is a member of the Central Extension District under the supervision of the Central District Extension Director and the Associate Dean for Extension/State 4-H Program Leader. The 4-H RSA is also a member of the state 4-H team for program development. Programmatic leadership efforts are under the direction of the Associate Dean for Extension/State 4-H Program Leader, and done in cooperation with other state 4-H faculty/staff.

**Qualifications:** An earned Master’s degree or higher 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 5 years of Extension/4-H experience with demonstrated ability to work with volunteers and diverse audiences and to design, promote, implement, and evaluate youth development programs based on experiential learning principles. Candidates must hold the rank of Extension Agent II, III or IV, or be eligible for this rank within University of Florida-IFAS Extension. Candidates should have demonstrated skills in verbal and written communication, interpersonal relationships, problem-solving, and procurement of extramural funding. Candidates must be supportive of the mission of the Land-Grant system (teaching, research, and outreach) and must have a commitment to IFAS core values of excellence, diversity, global involvement, and accountability. Candidates must possess technological literacy, including demonstrated skills using personal computers and relevant software and have the ability to learn new software and technology. Skills in providing web-based learning are also valuable.

The 4-H RSA must be willing to work irregular hours, evenings and weekends; occasional overnight travel is required, as well as travel with a personal or University-assigned vehicle. The successful candidate must (a) be able to obtain and maintain a valid Florida Driver’s license and (b) pass a criminal background check.

**Salary:** Commensurate with qualifications and experience.

**Background 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 230,000 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 (http://www.ufl.edu) is a Land-Grant and Sea-Grant institution, encompassing virtually all academic and professional disciplines, with an enrollment of more than 48,000 students. UF is a member of The Association of American Universities. The Institute of Food and Agricultural Sciences (http://ifas.ufl.edu) includes the College of
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 3,400 people, which includes approximately 950 faculty and 2,450 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.

Application Instructions

Apply through the online UF application system at http://jobs.ufl.edu/postings/35594.

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.

You must apply online no later than 11:00 PM on the position closing 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. 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

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. Interviews will be open to the public, and applications, resumes, and many other documents related to the search will be available for public inspection. Persons with disabilities have the right to request and receive reasonable accommodation.