Position # 0002-7408
Requisition # 504893

4-H Youth Development Extension Agent I or II
University of Florida/IFAS Extension at Marion County
Ocala, FL (Central Extension District)

Application Deadline: 29 October 2017

Position Summary
University of Florida/IFAS Extension and Marion County seek to fill a 12-month, permanent status-accruing 4-H Youth Development Extension Agent position. The agent will provide leadership to develop, implement, evaluate, and report on a comprehensive county 4-H Youth Development program in cooperation with local citizens and county/state extension colleagues. This position will provide leadership in STEM (Science, Technology, Engineering, and Math) youth education efforts.

Duties and Responsibilities
The agent will:

- Work with 4-H faculty colleagues to implement a comprehensive county 4-H Youth Development program in cooperation with local citizens and county/state extension colleagues.
- Understand and promote the principles of 4-H youth development with emphasis on leadership, communication, citizenship, and responsibility.
- Recruit, develop, and oversee a volunteer system to deliver 4-H education programs to young people in Marion County.
- Ensure compliance with Florida 4-H youth protection policies, including screening and training 4-H volunteers.
- Maintain an effective county 4-H Association.
- Identify and/or develop programs in STEM education efforts including robotics, rocketry, technology, and related topics.
- Target programs to achieve participant balance reflective of the county’s population diversity and to address the unique educational needs of county residents.
- Provide leadership for identifying, securing and managing private financial resources to support 4-H programming, particularly in STEM education efforts and ensure compliance with UF/IFAS Extension financial policies.
- Develop working relationships with community partners and explore relationships with new partners.
- Establish and maintain an effective system for marketing, accountability and public information to all relevant individuals, groups, organizations, and agencies.
- Represent 4-H and UF/IFAS Extension by participating in Southeastern Youth Fair Executive Board and like partner organizations.
- 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.
The successful candidate must demonstrate the ability to:

- Manage volunteer systems and apply experiential education and community development methods.
- Design, implement, and evaluate community-based educational programs based on needs assessment with input from county 4-H Association and community members.
- Build relationships with 4-H members, families and volunteers.
- 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.
- Complete requirements for employment with the Marion County Board of County Commissioners, including background screening, a physical exam where the candidate can demonstrate the ability to lift up to 25 lbs, and a negative drug test.

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. Knowledge and experience with computer technology are essential. Previous experience with 4-H as a member, leader, or agent and experience with 4-H clubs, camps, school enrichment, and afterschool programs is desirable.

**Qualifications**

A bachelor’s degree is required; a master’s degree is preferred. If hired with a bachelor’s degree only, at least 50% progress towards achieving a master’s degree is expected within 6 years of employment. Degrees must be from an accredited college or university in youth development, volunteer development, non-profit management, education, or a related field. Candidate must be willing to work irregular hours and weekends; occasional overnight travel is required. Must be able to obtain a Florida driver’s license. Employment is contingent upon the results of a national background screening. The successful candidate will be required to pass a county physical, criminal background check, and drug test.

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.

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.

**Application Instructions**
Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/504893](http://explore.jobs.ufl.edu/cw/en-us/job/504893), 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.*