



Position # 0002-7884

Requisition # 502513

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

Application deadline: July 20, 2017

University of Florida/IFAS Extension and Highlands County seek to fill a 12-month, permanent status-accruing 4-H Youth Development Extension Agent position. The agent will lead, develop, implement, evaluate, and report on a comprehensive county 4-H Youth Development program in cooperation with local citizens and county/state extension colleagues. 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.
- Design, teach, and conduct community-based, volunteer-led educational programs for youth.
- 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.
- Develop and sustain effective working relationships with consumers, families, community agencies, county government, media, and residents.
- Provide subject matter training and leadership for volunteer leaders, plus club and school enrichment members.
- Participate in the scholarship of Extension through creative works, publications, presentations, and other modes of scholarship.
- Organize new and support existing 4-H clubs, special interest programs, camping, and school enrichment programs to meet the youth needs of the county.
- 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.

- Provide supervision of program support staff to include interns.
- Establish and maintain an effective system for accountability and public information supporting UF/IFAS 4-H Youth Development programs to all relevant individuals, groups, organizations and agencies.
- Develop and sustain partnerships with community agencies and organizations sharing common goals of youth development.
- Have or develop an area of expertise to share across county lines, particularly regarding development of 4-H volunteers. Multi-county programming with neighboring counties is expected.
- Maintain an effective county 4-H Association plus advisory and ad hoc committees to implement programs that effectively address the needs of youth.
- Follow all university and county policies and procedures.
- Advise County Extension Director on policies and guidelines as related to this program area, including volunteer screening and marketing of the Extension programs.
- Assume other assignments and responsibilities in support of the total Extension program as assigned by the County Extension Director and District Extension Director.

The successful candidate must demonstrate the ability to:

- Design, implement, and evaluate community-based educational programs based on needs assessment with input from the county 4-H advisory committee 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.

The successful agent will create an annual plan of work (POW) and a report of accomplishments (ROA), and will be expected to attain permanent status and promotion per UF/IFAS guidelines.

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.

Qualifications

A bachelor's degree is required; a master's degree is preferred. A candidate hired with a bachelor's degree only must make at least 50% progress towards obtaining a master's degree 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. Experience recruiting, training, and supervising volunteers is preferred.

The candidate 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. The agent must be free to travel frequently within Highlands County via personal transportation and occasionally outside of the county.

The agent must be willing to work irregular hours and weekends; occasional overnight travel is required. The agent must be able to obtain and maintain Florida driver's license and must be willing to travel using personal transportation. Professional scheduling is permitted to promote work-life balance. Employment is contingent upon the results of a national background screening. Highlands County requires successful completion of a background check and a physical examination, including passing a substance screening.

Additional Information

Highlands County (<http://www.hbcc.net/index.html>) has a population of more than 98,000 and is located in central Florida about 60 miles south of Lakeland and Interstate 4. The Extension office is located in the Agri-Civic Center on the south side of the city of Sebring, which is in the central part of the County (http://highlands.ifas.ufl.edu/HighlandsCountyExtension/contact_us.shtml). The 2014 US Census estimates 13% of Highlands's population is between the ages of five and eighteen (approximately 13,000 youth).

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/502513>, 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.