Position # 0001-4029
Requisition # 498191

4-H Youth Development Agent I, II, or III
University of Florida/IFAS Extension at Escambia County
Cantonment, FL (Northwest Extension District)

Application deadline: October 21, 2016

Position Summary
University of Florida/IFAS Extension and Escambia County seek to fill a 12-month, permanent status-accruing 4-H Youth Development Extension Agent position. The position will provide leadership for development, implementation and evaluation of a comprehensive county 4-H Youth Development program with an emphasis on 4-H livestock, agricultural, and environmental sciences 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:

- Develop, sustain, and monitor an effective volunteer system to staff the 4-H program including recruitment, screening, orientation, training, utilization, recognition, and evaluation of 4-H volunteers. The agent is expected to have or to develop an area of expertise to share across county lines, particularly regarding development of 4-H volunteers.
- Ensure close adherence to all UF/IFAS and Florida 4-H youth protection policies.
- Maintain and use an effective county 4-H Association in order to achieve program balance reflective of the county’s population diversity and to address the unique educational needs of county residents.
- Plan, implement, and evaluate educational programs in response to needs identified by the County 4-H Association (with volunteer support) to enhance both the quality and quantity of the 4-H program.
- Provide leadership for managing private financial resources under the direction of the Escambia County 4-H Foundation to support 4-H programming and ensure all financial policies are followed as instructed by University of Florida/IFAS Extension guidelines.
- Provide leadership for organizational management of all program components including program policies, enrollments and records, risk management, communications, and educational materials.
- Establish and maintain an effective system for accountability and public information to all relevant individuals, groups, organizations and agencies.
• Coordinate and oversee a new 4-H livestock facility and a 108-acre outdoor agriculture facility with 4-H support staff.
• Develop an area of expertise to share across county lines, particularly regarding development of 4-H volunteers.
• 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 Escambia County policies and procedures.

The successful candidate must demonstrate the ability to:
• Design, implement, and evaluate community-based educational programs based on needs assessment with input from county 4-H Association 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.

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 after-school programs is desirable.

Escambia County has a fast-growing coastal urban community and a developing rural community at the north end of the county. Escambia County has a population of more than 300,000 people in 120,000+ households and a youth population of about 50,000. There are 96,000 acres in forest and 30,000 acres of farmland. The extension office is located in Cantonment, a northern suburb of Pensacola. Nine faculty positions, five support staff positions, and three EFNEP program assistants make up the Escambia County Extension team.

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. If hired with a bachelor’s degree only, the agent will be expected to achieve at least 50% progress towards a master’s degree within 6 years of employment. The degree must be from an accredited college or university in youth development, education, agriculture education, animal science or a related field. The 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; must be willing to travel using
personal transportation. Employment is contingent upon the results of a national background screening. Escambia County residency is preferred, as the agent is expected to be an active member of the community. The successful candidate will be required to pass a county physical, criminal background check and drug test.

Application Instructions

Apply through the online UF application system at http://explore.jobs.ufl.edu/cw/en-us/job/498191, 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.

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
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.