Position # 0001-4213
Requisition # 498257

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: August 19, 2016

Position Summary
University of Florida/IFAS Extension and Miami-Dade County seek to fill a 12-month, permanent status-accruing 4-H Youth Development Extension Agent position. 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. County extension programs are based on local input from active advisory groups maintained by the agent. This position is located at the UF/IFAS Extension 4-H and Family Consumer Sciences Office located at Amelia Earhart Park in the City of Hialeah in Miami-Dade County.

Duties and Responsibilities
The agent will:

- Work with other 4-H faculty in the office planning, implementing and evaluating the total county 4-H Youth Development program in Miami-Dade County.
- Help recruit, train, supervise and evaluate 4-H volunteers.
- 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.
- Provide subject matter training and leadership for volunteer leaders, and club and school enrichment members.
- 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.
- Participate in the scholarship of Extension through creative works, publications, presentations, and others.
- 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.
- 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.
- Follow all University and County policies and procedures.
- 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 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.

**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 Miami-Dade 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. Must be able to obtain and maintain Florida Driver’s license; must be willing to travel using personal transportation. Employment is contingent upon the results of a national background screening. Miami-Dade County requires successful completion of a background check and a physical examination, including passing a substance screening.

Other Information
Miami-Dade County (http://miamidade.gov/wps/portal) with a population of 2.7 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 UF/IFAS Tropical Research and Education Center (http://trec.ifas.ufl.edu/). There are also four satellite Extension offices in Hialeah, Palmetto Bay and on University of Miami campus on Virginia Key.

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/498257, 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](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.