This agent will be responsible for developing and implementing comprehensive educational programs in the area of 4-H for Putnam County. The person will establish and maintain an effective system for program accountability and be expected to target programs to reflect the county's population diversity and unique educational needs.

The position will develop, recruit, train, support, sustain and monitor a functioning 4-H volunteer system and collaborate with appropriate county agencies and organizations to provide proactive educational programming for youth and families. The candidate is expected to maintain an effective 4-H Advisory Committee; provide leadership for managing private financial resources to support 4-H programming; provide leadership for management of all program components including program policies, enrollments and records, risk management, communications and educational materials. Candidate must work effectively as a team with support staff and other programming areas. Other responsibilities may be assigned by the County Extension Director or District Extension Director.

A Bachelor’s degree in youth development, family and consumer sciences, agricultural education, agriculture, animal science, natural resources, environmental education, horticulture, or a related field is required. A Masters degree is preferred. Course work in youth development and youth experience is important. The successful candidate should have a strong commitment to education.

The successful candidate must have the ability to design, teach, and conduct community-based educational programs; have skills in working cooperatively with youth and adults such as resourcefulness, creativity, enthusiasm, and innovativeness. The candidate needs to possess good verbal and written communication skills, and be able to work effectively as a team member. The faculty member must work independently with minimal supervision and be able to use computer technology for communications and program management functions.

Employment is contingent upon drug screening results required by Putnam County. The candidate must be able to obtain and maintain a Florida Driver’s License and be willing to travel with personal vehicle in and out of County. Occasional irregular hours, overnight travel, and some weekend work is required. Employment is contingent upon the results of a national background check. It is preferred that successful candidate reside in Putnam County.