4-H/Youth Development Courtesy Extension Agent

Highlands County - Sebring, FL
Courtesy Extension Agent I
University of Florida IFAS Extension
Position # CEA 108
Application deadline: December 22, 2006 or until filled

The Courtesy agent will develop and teach comprehensive educational programs in 4-H. The Courtesy agent will be responsible for youth leadership and citizenship, volunteer recruitment, training and management. The Courtesy agent must have ability to work effectively with a diverse audience including minority, community leaders, media and the general public. The ability to work with community organizations, agencies and their leaders to develop collaborative programming is necessary. Multi-county programming with neighboring counties is expected.

The Courtesy agent will work with other 4-H staff and district faculty to develop effective working relationships within the community and establish and maintain a strong local advisory committee. He or she will be expected to participate in appropriate in service training to stay abreast of youth needs and be familiar with county, state, and federal regulations and statutes on youth.

The Courtesy agent will follow all Extension policies regarding program development, program reporting and will be eligible for promotion within the University system. The Courtesy agent will assume other responsibilities as assigned by the County Extension Director and District Extension Director. The incumbent will be expected to work with agencies/organizations to acquire grants (monetary/in-kind), assist/lead cooperative/interdisciplinary projects, provide service to schools, develop creative works (presentations, posters, website development, etc), write non-technical people-friendly publications, and participate in professional societies.

A Bachelor’s degree in field of expertise such as youth development, family and human development, family and consumer sciences, agriculture or closely related field; two years of experience in providing extension services or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. A Master’s degree is preferred. The successful candidate must pass physical examinations and background checks as required by county.