

Extension Agent I or II - 4-H Youth Development University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=249215>

Downloaded On: Nov. 21, 2024 6:31am

Posted Nov. 19, 2024, set to expire Dec. 9, 2024

Job Title	Extension Agent I or II - 4-H Youth Development
Department	UF/IFAS Extension
Institution	University of Florida Homestead, Florida
Date Posted	Nov. 19, 2024
Application Deadline	Dec. 9, 2024
Position Start Date	Available immediately
Job Categories	Core Faculty
Academic Field(s)	Education - General
Job Website	https://explore.jobs.ufl.edu/en-us/job/533805
Apply Online Here	https://explore.jobs.ufl.edu/en-us/job/533805

Apply By Email

Job Description

Job Description:

You Belong at a University that's Leading the Way

The University of Florida (UF), the flagship university for the state of Florida, is a land grant institution with core values of unique purpose, excellence, integrity, collaboration and partnership, lifelong learning, responsiveness, innovation, communication, and global reach.

The [Institute of Food and Agricultural Sciences](#) is creating an environment that affirms community across all dimensions. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. If an accommodation due to a

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disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit [Accessibility at UF](#) .

The Opportunity

This full-time permanent status accruing 4-H Youth Development Extension Agent will work jointly for UF/IFAS Extension and Miami-Dade County. The successful candidate will lead through designing, implementing, evaluating, promoting, and reporting on positive youth development programs for youth and adult volunteers. The 4-H agent's extension education program will be guided by an advisory committee that incorporates the various needs of the county's population. We are looking for candidates with academic and people skills who work well in teams, honor their commitments, and innovate in a rapidly changing world.

Duties and Responsibilities

This position will oversee all aspects of the Miami-Dade County 4-H Youth Development program with the other 4-H Youth Development Agent. The agent must develop effective working relationships with adult volunteers, youth, families, and other community partners. Along with developing these working relationships, the extension agent will form and work closely with an advisory committee. The successful candidate will be innovative, creative, and adaptable to a dynamic work environment. The agent will be expected to work with other county extension faculty in the Southeast District, other 4-H agents, extension specialists, and University of Florida faculty across the state.

What you will do:

- Develop, conduct, coordinate, evaluate, and report on educational programs for youth ages 5-18 and volunteers.
- Develop, train, sustain, and recognize and effective volunteers base.
- Develop a comprehensive volunteer management strategy to ensure program polices, enrollment, record keeping, risk management, and experiential learning procedures are updated and effective.
- Establish and maintain an effective and varied advisory committee to assist with extension program design, direction, and operation.
- Develop community partnerships and work as a team with local volunteers, organizations, agencies, and UF/IFAS colleagues to promote positive youth development.
- Obtain financial resources to support programs and manage all fiscal components of the 4-H program (e.g., policies, accounting records, risk, communication, and accountability).
- Target programs to reflect the area's population and unique educational needs using a variety of

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program marketing and delivery methods, including in-person, site visits, consultations, and deliberately focused virtual platforms such as webinars, videos, and social media.

- Produce creative, scholarly works, and audience-friendly publications.
- Actively participate in professional associations.
- Write an annual plan of work and report of accomplishment.
- Assume other responsibilities that benefit the total county extension program as assigned by the County Extension Director and District Extension Director.

Further information:

UF/IFAS employs more than 2,000 faculty and staff statewide. UF/IFAS Extension is a partnership between state, federal, and county governments to provide quality, relevant education, and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We employ 375 Extension Agents and have an office in each of Florida's 67 counties. We attribute our success to a workforce that embraces the contributions of people of all backgrounds and ability levels. The Extension Agent will contribute to a community that provides space for innovation, creativity, collaboration, growth, and development for all.

[Miami-Dade](#) County, 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 about 1 mile from the UF/ [IFAS Tropical Research and Education Center](#). There are also four satellite extension offices located in Hialeah, Palmetto Bay, Miami Lakes, and on the University of Miami campus on Virginia Key. Miami-Dade County Extension is part of the Southeast Extension District comprising twelve counties and the Seminole Tribe.

Employment is contingent on the results of a physical examination, a substance screening, and a national background screening.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties at the county or district level.

Candidates must have the ability to possess (or be able to obtain) a Florida driver's license, be able to work flexible hours, and have the willingness to occasionally work long and irregular hours, including evenings, weekends, and overnight travel.

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. Are you a good match? [Apply today!](#)

Expected Salary:

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Commensurate with Education and Experience

Minimum Requirements:

- A bachelor's degree and a strong academic background in youth development, education, community development, sociology, agriculture education or a related field from an accredited college or university.
- Self-starting, proactive, and team-oriented with strong interpersonal, communication, organization, customer service, and leadership skills.
- Adaptability and managing competing priorities are essential to success in this position.
- Resourcefulness, creativity, enthusiasm, and innovativeness.
- Ability to use information technology and apply social media to extension work.
- A commitment to positive and proactive customer service.
- Expertise in managing competing priorities and adaptability to handle unexpected situations.
- Candidates must also have a commitment to [UF core values](#).

This position requires regular evening and weekend work and occasional overnight travel. Applicants must have the ability to obtain and maintain a valid Florida Driver's License.

Preferred Qualifications:

- A master's degree is preferred. If hired with a bachelor's degree only, significant progress (50% minimum) towards obtaining a master's degree is expected within 6 years of employment (Candidates must hold a master's degree to be hired as an Extension Agent II or higher).
- Experience with program management and supervising, mentoring, and evaluating volunteers is strongly preferred.
- Candidates should possess excellent verbal and written communication skills, including developing and delivering public presentations, producing publications and other instructional and promotional materials used in extension programming, and working effectively with all groups.
- Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role.
- Experience creating lesson plans, developing instructional materials, and applying teaching methods appropriate for various audiences
- Leadership and problem-solving skills.
- Experience working in multicultural settings and coursework/training on multicultural topics.
- Bilingual ability in English/Spanish.
- Candidates should have knowledge of and experience with technologies that could be used to support and deliver educational programs.



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Special Instructions to Applicants:

Apply at [Careers at UF](#) by 11:55 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae
- Unofficial copies of all transcripts (showing coursework) of your academic degrees

The following documents are also required and may either be submitted through the above link at the time of application or sent separately to our office (below).

- [Current and Previous Employment Form](#)
- A minimum of 3 [reference rating forms](#) from your professional/academic references. **Applicants are responsible for sending the rating form link to their references.**
 - Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

ifas-hr@ifas.ufl.edu

Fax: (352) 392-3226

Selected candidate will be required to provide an 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 \(NACES\)](#).

Hiring is contingent upon eligibility to work in the US. The University of Florida is a public institution and



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The University of Florida is an Equal Employment Opportunity Employer. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotion, transfers, discipline, terminations, wage and salary administration, benefits, and training. The University and greater Gainesville community enjoy a variety of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit [Accessibility at UF](#).

Health Assessment Required:Yes

Advertised:18 Nov 2024 Eastern Standard Time

Applications close:09 Dec 2024 Eastern Standard Time

EEO/AA Policy

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Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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University of Florida
P O Box 110281
Gainesville, FL 32611-0281

Fax Number (352) 392-3226
Contact E-mail ifas-hr@ifas.ufl.edu