

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

Direct Link: <https://www.AcademicKeys.com/r?job=230444>

Downloaded On: May. 8, 2024 2:01pm

Posted Feb. 8, 2024, set to expire Dec. 14, 2024

<b>Job Title</b>	Extension Agent I or II - 4-H Youth Development
<b>Department</b>	UF/IFAS Extension, Florida Cooperative Extension Service
<b>Institution</b>	University of Florida Vero Beach, Florida
<b>Date Posted</b>	Feb. 8, 2024
<b>Application Deadline</b>	Jan. 1, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Core Faculty
<b>Academic Field(s)</b>	Education - General
<b>Job Website</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/530221">https://explore.jobs.ufl.edu/en-us/job/530221</a>
<b>Apply Online Here</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/530221">https://explore.jobs.ufl.edu/en-us/job/530221</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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, diversity, 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

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through their scholarship, teaching, mentoring, and professional service. 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](#) .

### **The Opportunity**

This full-time permanent status accruing 4-H Youth Development Extension Agent will work jointly for UF/IFAS Extension and Indian River County. The successful candidate will lead through

designing, implementing, evaluating, promoting, and reporting on positive youth development programs for youth and adults 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 be responsible for overseeing all aspects of the Indian River County 4-H Youth Development program. 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 willing to adapt 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.

The successful candidate will:

- Develop, conduct, coordinate, evaluate, and report on educational programs for youth ages 5 to 18 and volunteers.
- Develop, train, sustain, and recognize an effective volunteer base.
- Develop a comprehensive volunteer management strategy to ensure program policies, 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).

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- Target programs to reflect the area's population and unique educational needs using a variety of program marketing and delivery methods including in-person, site visit, 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

The population of Indian River County is estimated at more than 160,000 new, permanent, and temporary residents. The County is bounded by Brevard County on the north, the Atlantic Ocean on the east, St. Lucie County on the south, and Osceola and Okeechobee Counties on the west. Indian River residents enjoy the sub-tropical climate and ocean access. Indian River County Extension is part of the Southeast Extension District comprising twelve counties and the Seminole Tribe.

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.

### EXPECTED SALARY:

Commensurate with Education and Experience

### MINIMUM REQUIREMENTS:

- A bachelor's degree and a strong academic background in youth development, education, agricultural science, or a related field. We will accept applicants without a bachelor's degree if the degree will be earned by May 2024.
- Self-starting, proactive, and team-oriented with strong interpersonal, communication,

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organization, customer service, and leadership skills.

- Adaptability and the ability to manage competing priorities is 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 have a commitment to [UF core values](#) of excellence, discovery & innovation, inclusion, freedom & civility, community, and stewardship.

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.
- Experience with program management and supervising, mentoring, and evaluating volunteers is strongly preferred.
- Candidates should possess excellent verbal and written communication skills, including the ability to develop and deliver public presentations, produce publications and other instructional and promotional materials used in extension programming, and work 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 a varied audience.
- Experience working in multicultural settings and coursework/training on multicultural topics are also desirable.
- Candidates should have knowledge of and experience with technologies that could be used to support and deliver educational programs.

### 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

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**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

[ifasrecruitment@ifas.ufl.edu](mailto:ifasrecruitment@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 subject to all requirements under Florida Sunshine and Public Record laws.

The [University of Florida](#) is an Equal Opportunity Institution. The University and greater Gainesville community enjoy a variety of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.

HEALTH ASSESSMENT REQUIRED: No

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**ADVERTISED:**06 Feb 2024 Eastern Standard Time

**APPLICATIONS CLOSE:**05 Mar 2024 Eastern Standard Time

**EEO/AA Policy**

The [University of Florida](#) is an Equal Opportunity Institution.

**Contact Information**

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

**Contact**      UF IFAS HR Faculty Recruitment and Hiring  
                    Uf/Ifas Hr  
                    University of Florida/IFAS  
                    P O Box 110281  
                    Gainesville, FL 32611-0281

**Fax Number**      352-392-3226

**Contact E-mail**      ifasrecruitment@ifas.ufl.edu