

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

Direct Link: <https://www.AcademicKeys.com/r?job=235209>

Downloaded On: May. 18, 2024 5:08pm

Posted Apr. 25, 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
<b>Institution</b>	University of Florida Bunnell, Florida
<b>Date Posted</b>	Apr. 25, 2024
<b>Application Deadline</b>	May 10, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Core Faculty
<b>Academic Field(s)</b>	Agricultural Extension
<b>Job Website</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/531267">https://explore.jobs.ufl.edu/en-us/job/531267</a>
<b>Apply Online Here</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/531267">https://explore.jobs.ufl.edu/en-us/job/531267</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### JOB DESCRIPTION:

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 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](#).

### You Belong at a University that's Leading the Way

The University of Florida (UF) is a Land Grant Institution with core values of unique purpose,

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excellence, integrity, collaboration and partnership, lifelong learning, responsiveness, innovation, communication, and global reach.

We hire the best. Varied views and experiences make us strong. We look for candidates with both academic and people skills who work well in teams, honor their commitments, innovate in a rapidly changing world, and believe in opportunity for all. Working for Florida Cooperative Extension will allow you to make a positive impact in your community as you help shape future generations, growing your career while earning a competitive salary and excellent benefits.

### **The Opportunity**

As an Extension Agent, you will work jointly for the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) Extension and Flagler County, a growing area in east central Florida. We are looking for a positive youth development professional who is a self-starter, energetic, and team-oriented. The 4-H Youth Development Agent focuses on 1) volunteer development and 2) positive youth development through collaboration with 4-H volunteers, 4-H Extension colleagues, and Extension colleagues in the other Extension program areas.

### **What you will do:**

- Work with UF/IFAS and Flagler County teams to identify needs, issues, and opportunities.
- Use traditional and innovative educational methods to teach target audiences new practices, procedures, techniques, and skills which will result in behavioral and or practice change.
- Design, implement, evaluate, and report on community-based educational programs focusing on volunteer and youth development.
- Deliver positive youth development programs through a variety of delivery modes including clubs, school enrichment, camps, and competitive events.
- Collaborate with all Extension program areas (Horticulture, Sea Grant, Family and Consumer Sciences, Agriculture and Natural Resources) and volunteers on educational efforts that will facilitate positive management practices with significant and locally relevant impact.
- Manage program components including program policies, enrollments, records, risk management, communication, and educational materials.
- Develop an advisory committee to assist with program design, identification of client needs and priority issues, analysis of county situations, and development of program budgets.
- Oversee and provide leadership for the Flagler County 4-H Association.
- Provide excellent customer service for the community through various modes of communication
- Develop and sustain partnerships with community agencies and leaders, businesses, county government, media, and the public.

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- Seek, secure, and manage grants, contracts, and other funding and partnership opportunities to support the 4-H program.
- Develop and deliver age-appropriate subject matter education to 4-H youth and volunteers.
- Attend and contribute to professional meetings, in-service trainings, and actively seek out and attend professional development opportunities.
- Follow all Flagler County, UF, and IFAS Extension policies regarding Civil Rights, program development, and parity.
- Carry out other duties as outlined by the County Extension Director and the District Extension Director.

### **Further information:**

UF/IFAS employs more than 2,000 faculty and staff statewide. We employ 375 Extension Agents and have an office in each of Florida's 67 counties. UF/IFAS Extension is a partnership between state, federal, and county governments with a mission to provide quality, relevant education, and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. 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. For more information on Florida 4-H visit: [Florida 4-H Impact - Florida 4-H - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS \(ufl.edu\)](#)

Employment is contingent on the results of a national background check and drug screening.

In the event of an emergency, all Flagler County employees are considered essential personnel and may be required to perform alternate duties if applicable.

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 be scheduled at 4 to 6 weeks after the position closing date. Are you a good match? [Apply today!](#)

### **EXPECTED SALARY:**

Commensurate with Education and Experience

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### MINIMUM REQUIREMENTS:

- A bachelor's degree from an accredited college or university in youth development, agriculture education, education, community development/sociology, non-profit leadership, agriculture, or a closely related field. We will accept applicants without a bachelor's degree if the degree will be earned by May 2024.
- If hired solely with a bachelor's degree, we want you to advance your career by making at least 50% progress towards obtaining your master's degree within the first 6 years of employment. (Candidates must hold a master's degree to be hired as an Extension Agent II or higher.)
- Strong oral and written communication skills.
- Strong interpersonal skills.
- Ability to possess (or be able to obtain) a Florida driver's license.
- Flexibility with working hours; willingness to work irregular hours, including evenings, weekends, and overnight travel.
- Candidates must also have a commitment to [UF core values](#).

### PREFERRED QUALIFICATIONS:

- A master's degree.
- Experience creating educational curricula, developing instructional materials, and applying teaching methods appropriate for both youth and adults.
- Expertise in getting groups to work together to achieve a goal, managing competing priorities, and adaptability to handle unexpected situations.
- Experience working in multi-cultural settings.
- Experience in marketing, teaching, and evaluating educational programs.
- Experience working with and managing volunteers.
- Experience using a variety of educational methods including technology-enhanced and technology-based instruction to reach a variety of audiences.
- Experience obtaining extramural funding.
- Excellent organizational skills and good record-keeping techniques.
- A strong commitment to customer service.

### 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

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- 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](mailto: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 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.

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HEALTH ASSESSMENT REQUIRED:No

**ADVERTISED:**19 Apr 2024 Eastern Daylight Time

**APPLICATIONS CLOSE:**10 May 2024 Eastern Daylight Time

**EEO/AA Policy**

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

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