

Extension Agent I or II – Environmental Horticulture &  
Master Gardener Volunteer Coordinator  
University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=250381>

Downloaded On: Apr. 2, 2025 12:14am

Posted Dec. 13, 2024, set to expire Apr. 13, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Extension Agent I or II – Environmental Horticulture & Master Gardener Volunteer Coordinator  |
| <b>Department</b>           | UF/IFAS Extension   |
| <b>Institution</b>          | University of Florida<br>Yulee, Florida   |
| <b>Date Posted</b>          | Dec. 13, 2024   |
| <b>Application Deadline</b> | Dec. 26, 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/533678/extension-agent-i-or-ii-environmental-horticulture-master-gardener-volunteer-coordinator">https://explore.jobs.ufl.edu/en-us/job/533678/extension-agent-i-or-ii-environmental-horticulture-master-gardener-volunteer-coordinator</a> |
| <b>Apply Online Here</b>    | <a href="https://explore.jobs.ufl.edu/en-us/job/533678/extension-agent-i-or-ii-environmental-horticulture-master-gardener-volunteer-coordinator">https://explore.jobs.ufl.edu/en-us/job/533678/extension-agent-i-or-ii-environmental-horticulture-master-gardener-volunteer-coordinator</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



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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](#).

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

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. The University of Florida (UF), together with Florida A&M University (FAMU), administers the Florida Cooperative Extension Service.

At UF, Extension is located in the Institute of Food and Agricultural Sciences (IFAS), the College of Agricultural and Life Sciences (CALS) and the Florida Agricultural Experiment Station, and UF/IFAS Extension.

UF/IFAS is a federal, state, and county partnership dedicated to developing knowledge in agriculture, human and natural resources, and the life sciences and to making that knowledge accessible 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.

### **The Opportunity**

University of Florida/IFAS Extension and Nassau County seek to fill a 12-month, permanent status-accruing Environmental Horticulture Extension Agent position. Nassau County, an urbanizing county in northeast Florida, with both a resort/beach and rural community, wishes to hire an individual with skills in residential landscapes and volunteer management.

As the Agent, you will build an extension program that provides public education on issues related to residential horticulture and water conservation in Nassau County. You will oversee the [Master Gardener Volunteer](#) program including the daily operation of all Master Gardener Volunteer events, projects, and committees. You will conduct or coordinate on-going training for existing Master Gardener Volunteers and an annual training program for recruitment of new volunteers.

You will collaborate with faculty in other program areas in carrying out programs in agriculture, natural resources, family and consumer sciences, [Florida-Friendly Landscaping](#)<sup>™</sup>, and 4-H Youth Development. You will also devote 10% of your effort to 4-H Youth Development in your area of expertise.

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You will follow all University of Florida and Nassau County policies and procedures and will perform other duties as assigned by the County Extension Director and Northeast District Extension Director.

**What you are responsible for:**

- Develop, implement, maintain, and evaluate comprehensive county horticulture and volunteer development programs in cooperation with local citizens, organizations, volunteers, businesses, agencies, and county/state extension colleagues.
- Teach residential Florida-Friendly Landscaping™ programs, including sustainable home food production. In addition to individual residents, residential horticulture programming may include landscape professionals, homeowner's associations, builders, and developers.
- Recruit, train, manage, and retain existing and potential Master Gardener Volunteers (MGVs)
- Use resourcefulness, creativity, enthusiasm, and innovation to strengthen current educational programs while reviewing and implementing new policies, maintaining records, assessing risks, communicating, and marketing effectively across social media platforms, managing financial resources, and creating education materials and opportunities for Nassau County.
- Develop and maintain an active residential horticulture advisory committee that will provide input for the direction of the program.
- Work with other agents as part of a team and collaborating on projects such as grants and events.
- Obtain extramural funding for program delivery and enhancement.
- Develop or assist with 4-H Youth Development activities (10% Full-time equivalent).
- Participate in appropriate professional organizations.
- Develop a financial plan to acquire funding to support your programs that may include contracts, grants, sponsorships, and subscriptions that follow UF regulations and UF accounting standards.
- Attend and contribute to professional meetings, in-service trainings, and actively seek out professional development opportunities.
- Create and follow a professional development plan.
- Follow all UF/IFAS Extension policies regarding program development, and reporting.
- Attain promotion and permanent status per state extension faculty guidelines.

Other assignments and responsibilities will be carried out in support of the total Extension program. The successful candidate will follow all university and county policies and procedures. Additional duties may be assigned by the County Extension Director or District Extension Director.

In addition, the county faculty member must possess good verbal, written and listening communication skills; have qualities of resourcefulness, creativity, enthusiasm, and innovativeness; and have good organizational development and management skills. Knowledge and experience with computer

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technology and social media are essential.

The agent's primary work location is the Rebecca L. Jordi Cooperative Extension Office at 85831 Miner Road, Yulee, FL 32097. The Callahan Extension Satellite Office (543350 US Highway 1, Callahan, FL 32011) shall serve as a secondary work location, as needed.

**Expected Salary:**

Commensurate with Education and Experience

**Minimum Requirements:**

- A bachelor's degree from an accredited college or university in environmental horticulture, Horticultural Sciences or a closely-related field. Applicants who will earn their bachelor's degree within six months of the closing date will be considered. If hired solely with a bachelor's degree, we want you to advance in your career by making at least 50% progress towards obtaining your master's degree within the first 6 years of employment. Tuition assistance opportunities are available from the University through the Employee Education Program (EEP). To be hired at the Agent II rank, candidates must hold an MS degree. Rank (I or II) will be determined according to UF rank requirements.
- Technical expertise in horticulture.
- A commitment to positive and proactive customer service, shown by timely and efficient response to clients.
- Strong oral and written interpersonal, communication, leadership, and organizational skills.
- Ability to prioritize, multi-task, and balance diverse responsibilities.
- Good record-keeping techniques.
- Technological literacy necessary for communication and program management, including social media.
- 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 or higher degree.
- Experience working with environmental horticulture, volunteers, management and/or teaching.
- Experience creating lesson plans, developing instructional materials, and applying teaching methods appropriate for the audience.

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- Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations.
- Experience as a communicator who is comfortable presenting in front of small and large crowds.
- Ability to establish solid partnerships.
- Experience acquiring extramural funding.
- Outstanding management skills (coach, mentor, motivator, etc.).
- Leadership and problem-solving skills.
- A strong commitment to community.
- Familiarity working in political settings.
- Experience creating a vision and getting buy-in from others.

**Special Instructions to Applicants:**

This position has been re-posted. Previous applicants are under consideration and need not re-apply.

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.



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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 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:No

**Advertised:**28 Oct 2024 Eastern Daylight Time

**Applications close:**26 Dec 2024



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**EEO/AA Policy**

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.

**Contact Information**

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

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

**Fax Number** 3523923226  
**Contact E-mail** ifas-hr@ifas.ufl.edu