

Job Number: 0001-4146

Classification Title: Extension Agent I or II – 4-H Youth Development/Family and Consumer Sciences

The Institute of Food and Agricultural Sciences (IFAS) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. 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](#).

The Univ. of Florida (UF) 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. IFAS employs more than 2,000 faculty and staff statewide. IFAS Extension employs 375 Extension Agents and has an office in each of Florida's 67 counties.

Our mission in the Florida Cooperative Extension Service is to partner with communities to provide quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, horticulture, natural resources, youth development, families and communities.

We seek candidates with both academic and people skills who work well in teams, honor their commitments, and innovate in a rapidly changing world. As an Extension Agent, you will work jointly for UF/IFAS and Calhoun County. You will devote about 70% of your time to 4-H Youth Development and 30% of your time to Family and Consumer Sciences extension programming.

You will lead, develop, implement, maintain, and evaluate comprehensive county 4-H Youth Development and Family and Consumer Sciences programs in cooperation with local citizens, organizations, volunteers, businesses, and agencies plus county and state extension colleagues. Your 4-H program responsibilities will include volunteer recruitment and training, youth leadership and citizenship, science/technology, engineering/math (STEM), and club development and management. Your FCS program responsibilities may include human nutrition, health, wellness, financial management, community development, consumer education, family development, and related topics.

This role provides the opportunity to make a positive impact in Calhoun County as you serve as a role model to the community while helping shape future generations. You will also collaborate with the County Extension Director and District Extension Director on other duties as assigned by them, including multi-county projects.

What you will do:

- Work as part of a team with local citizens, county/state Extension colleagues, agencies, and organizations that are concerned with the needs and well-being of area youth and adults.
- Establish a local advisory committee to guide your programs toward growth and stability.
- Use a needs assessment to target programs reflecting the county's population diversity and unique educational needs.
- Strengthen current educational programs while reviewing and implementing new educational opportunities.
- Develop, sustain, and monitor the effectiveness of a volunteer system to staff the 4-H program including recruitment, screening, volunteer development, and evaluations/recognition.
- Collaborate with local governments, businesses, social service agencies, and extension professionals to provide educational opportunities for youth and adult clientele.
- Deliver youth development programs through community clubs, special interest clubs, school enrichment, day and residential camping, and competitive events.
- Coordinate youth and volunteer involvement in district, area, state, regional, and national 4-H programs and events.
- Manage and account for all program components including policies, enrollments and records, risk management, communications, and educational materials.
- Develop, adapt, and implement a communication plan with program participants, families, volunteers, and partners using contemporary approaches including information technology.
- Possess or develop an area of expertise to share across county lines.
- Produce creative works (including presentations, posters, website development, and videos), write non-technical, people-friendly publications, and participate in professional societies.
- Seek and manage financial resources to support your programming and ensure all financial policies are followed as instructed by UF/IFAS Extension guidelines.
- Follow all county, UF, and IFAS Extension policies regarding affirmative action, program development, and parity.
- Complete an annual plan of work and report of accomplishment.
- Occasionally assume other responsibilities that benefit the total county extension program as assigned by the County Extension Director and/or the District Extension Director.

What you will bring (required):

- A bachelor's degree from an accredited college or university in youth development, family and consumer sciences, agriculture education, nutrition, dietetics, health and wellness, or a related field. 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.

- Strong interpersonal and communication skills.
- A commitment to customer service.
- Proficiency with computer technology, software applications, and internet use.
- Ability to possess (or be able to obtain) a Florida driver's license and willingness to travel using personal transportation.
- Flexibility with working hours; willingness to work irregular hours, including evenings, weekends and overnight travel by yourself or with volunteers and youth.

What you will bring (preferred):

- A master's degree.
- Experience with 4-H as a member, leader, or agent and experience with 4-H clubs, camps, school enrichment, and after-school programs
- Experience creating educational curricula, developing instructional materials, and applying teaching methods appropriate for youth and adults.
- Resourcefulness, creativity, enthusiasm, and innovation.
- Demonstrated skills in partnership development and project management.
- 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 and communication to reach diverse audiences.
- Experience obtaining extramural funding.
- Excellent organizational skills and good record-keeping techniques.

Further information:

It is preferred that the selected candidate establishes residency in Calhoun County within 6 months of employment.

Employment is contingent on the results of a national background screening. Calhoun County may require drug testing and additional requirements for employment.

This position is located at the Calhoun County Extension Office in Blountstown, FL. Blountstown is the county seat of Calhoun County, situated in the panhandle of Florida near Tallahassee, the state capital. The county is approximately 516 square miles with a population of almost 48,000. There are approximately 2,130 school-aged youth (ages 5-18 years) and 4,500 households in Calhoun County. The CED/Ag Agent, the 4-H/FCS Agent, and one support staff make up the Calhoun County Extension team. Additional assistance is provided to the 4-H program through adult volunteers.

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. Are you a good match? Apply today!