

## **EXTENSION AGENT – 4-H**

### **MAJOR FUNCTION**

This is a professional position that provides leadership in fulfilling the Florida 4-H mission. The position serves a member of a team to plan, develop, implement and evaluate a comprehensive research-based educational program for school-aged youth and adult volunteers using a wide variety of delivery modes.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Provides leadership for 4-H efforts in Youth Development education programs. Assumes responsibility for maintenance of local clubs. Provide vision and directions for 4-H council(s) and special committees.
- Serve as a member of a team to plan, develop, implement and evaluate a comprehensive Extension program in 4-H youth development in cooperation with local and County/State extension colleagues.
- Provide leadership to develop a strong volunteer management system. Assess the volunteer needs for quality 4-H programming implementation and develop strategies to assure effective program delivery. Recruits, enrolls, screens, orientates, registers, supports, trains, evaluates and recognizes diverse volunteers for the local 4-H club program.
- Develops strategies for reaching new diverse and historically underserved youth.
- Provides leadership to achievement celebration.
- Maintains an effective Program Advisory committee (Marion County 4-H Association and Marion County 4-H Foundation), with appropriate community representation.
- Provides leadership to the 4-H division and assists in implementation of the Southeastern Youth Fair (County Fair).
- Develops and coordinates 4-H newsletter. Writes 4-H News Releases to submit to local papers. Provides information to the Webmaster. Utilizes radio and TV if available.
- Seeks and obtains financial resources to support 4-H Program.
- Provides vision and direction for 4-H clubs and committees, which includes financial management and fundraising.
- Incorporates best practices into financial management systems for the protection of 4-H clubs and the integrity of the 4-H county program.
- Conducts needs assessments and provides training for volunteers including, but not limited to club leaders and project leaders. Works in conjunction with other agents covering specific

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program focuses, such as youth development, volunteer management, horticulture, livestock production, and nutrition.

- Provides leadership in working with 4-H afterschool and in-school programming.
- Provides educational experiences for 4-H youth through the camping program, resident and day camps.
- Serves on community youth coalitions to plan and implement Youth Development Programs.
- Offers to teach sessions at state, regional, or national events.
- Participates in in-services training to maintain and develop new competencies in Youth Development Program.
- Prepares annual Plan of Work and Report of Accomplishments.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the Count, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

This position has one 4-H Staff Assistant in direct supervision.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience.**

Master Degree preferred. Bachelor Degree is required. Significant progress must be made toward a Master Degree within five (5) years. Degrees considered for this position are agriculture, natural resources, family and consumer sciences, education, youth development, or experience closely related to field. Course work in youth development preferred.

#### **Licenses.**

Possession of a valid Florida Driver License.

## **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and ability required.

### **Language Skills**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and or boards.

### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.

### **Specialized Skills and Abilities.**

- Must be able to remain calm in stressful situations.
- Must have ability to design, teach and conduct community based educational programs and manage volunteer systems.
- Must have skills in working cooperatively with youth and adults, qualities of resourcefulness, creativity, enthusiasm and innovativeness.

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- Possess good verbal and written communication skills and have good organizational development and management skills.
- Must work independently with minimal supervision and must work effectively as a team member.

**Specialized Skills and Abilities, continued**

- Willing to work irregular hours and weekends; occasional overnight travel required.
- Ability to use computer technology for communications, teaching and program management functions.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, Audio/Visual equipment, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, and lift up to twenty-five pounds, and occasionally will be required to lift more than one hundred pounds. Employee will regularly be required to talk or hear. Special vision requirements are close, distance, and peripheral vision and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions and will regularly be required to work in outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 10/99  
Pay Grade: 99  
Job Description Number: 2066-0004

Category: 2  
Status: Exempt  
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