

NOTICE OF JOB AVAILABILITY

TITLE: Extension Agent I

DUTIES: Duties and responsibilities include: (1) Providing administrative oversight and management of the Polk County 4-H community club educational program; (2) Developing, implementing, and evaluating a strategic plan for volunteer support and organizational development for Polk County 4-H in partnership with the 4-H Association, volunteers, community members, extension colleagues, and the County Extension Director; (3) Developing 4-H Youth Development financial resources including audits and IRS filings; (4) Soliciting and partnering with agencies and organizations to acquire grants and monetary and in-kind awards; (5) Facilitating and supporting positive working relationships between volunteers, and between volunteers and parents, in the county 4-H program; (6) Educating 4-H volunteers using varied delivery modes; (7) Providing leadership and citizenship education to youth through the Polk County 4-H Youth Council; (8) Overseeing, updating, and managing of Florida 4-H Online database for Polk County 4-H, including records of about 1,300 youth and adults; (9) Planning, organizing, implementing, and evaluating 4-H youth events related to life skills development and 4-H project work in collaboration with volunteers, 4-H staff, and faculty colleagues; (10) Establishing and maintaining an effective system for accountability and public information to all relevant individuals, groups, organizations, and agencies, and authorize use of the 4-H name and emblem throughout the county; (11) Sustaining partnerships with community agencies and leaders, businesses, media, and the general public; (12) Collaborating with other 4-H agents, state 4-H staff, and UF campus faculty for program planning and implementing at county, district, and state levels; (13) Adhering to UF and Polk County policies and procedures applicable to this position; (14) Compiling an annual report of accomplishments and drafting a plan of work in consultation with the 4-H Association, key volunteers, and community stakeholders; and (15) Assuming other assignments and responsibilities in support of the total extension program as directed by the County Extension Director and District Extension Director.

REQUIREMENTS: Position requires a Bachelor's degree or higher in Agricultural Sciences, Physical or Biological Sciences, Education, Youth Development, Community Development, Sociology, or Anthropology.

SALARY: \$52,244.65/year

HOURS: M-F, 40hrs/wk., 9am-5pm.

JOB LOCATION: 1702 South Holland Parkway, Bartow FL 33830

CONTACT: Nicole Walker, Associate DED, CED and Ext Agent III, (863) 519-1045, naw@ufl.edu

POSTING LOCATION: 1702 Spessard Holland Parkway (1702 US Highway 17 South, Bartow, FL 33830. Posted in north lobby of the main building.

DATE POSTED: December 9, 2022

DATE REMOVED: _____

RESULTS: _____

Signature of Authorized Official.

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THIS NOTICE IS BEING FILED AS A RESULT OF THE FILING OF AN APPLICATION FOR PERMANENT ALIEN LABOR CERTIFICATION. ANY PERSON MAY PROVIDE DOCUMENTARY EVIDENCE BEARING ON THE APPLICATION TO THE REGIONAL CERTIFYING OFFICER OF THE U.S. DEPARTMENT OF LABOR.

Certifying Officer
U.S. Department of Labor
Employment and Training Administration
Office of Foreign Labor Certification
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