

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

4-H PROGRAM ASSISTANT

Grade 17: \$25,435.60 (\$12.23/hr.) - \$35,063.25 (\$16.86/hr.)

DEPARTMENT: EXTENSION

DIVISION: PLANNING AND DEVELOPMENT

GENERAL DESCRIPTION:

This is para-professional work in planning and facilitating the 4-H program. Work is performed under the Supervision of the Extension Director.

ESSENTIAL JOB FUNCTIONS:

1. Establishes and maintains files and records for the 4-H program, members, leaders and staff. Orders and maintains an inventory of support materials for the 4-H program.
2. Plans and implements extension programs and serves as support staff and/or as an advisor to the 4-H adult volunteer system in planning programs.
3. Works with 4-H members on their individual project interests.
4. Provides assistance in seeing their projects to completion.
5. Serves as a chaperone to 4-H members traveling outside the County as representatives of the 4-H program.
6. Serves as adult advisor to the local 4-H Youth Council.
7. Serves as an advisor to the local volunteer 4-H leaders providing training as needed for new leaders.
8. Works with the Leaders Association as an advisor.
9. Updates the Extension website and assists in writing blogs, newspaper articles, taking pictures and video for Extension agents.
10. Creates educational content such as: demonstrations in STEM (science, technology, engineering, and Mathematics) projects for 4-H members, volunteers and Extension clientele.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of extension and 4-H program. Ability to plan and implement education programs for youth and adult leaders. Ability to reach, work effectively, and interact positively and creatively with young people. Ability to independently plan, implement and evaluate programs and projects. Ability to capitalize on existing resources in the community to expand and enhance the 4-H program. Ability to work cooperatively with staff and total program effort.

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CUSTODIAN

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EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Two (2) years experience working with young adults, experience as a 4-H leader or member, preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's Licenses.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without corrections).
- Ability to communicate effectively both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside and occasionally outside.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 3/6/03
Revised & approved by Co. Manager 9/15/20