

JOB DESCRIPTION
4-H PROGRAM ASSISTANT
10-MONTH POSITION – PART-TIME, NO BENEFITS
University of Florida/IFAS Extension Clay County
Green Cove Springs, FL

\$14.00 PER HOUR

ROLE:

The grant funded 4-H Program Assistant works with County Extension Agents to teach and evaluate the 4-H Urban AgriScience Program to youth in Clay County 20 hours per week during the 10-month school year. This position has been funded for a two-year grant cycle.

RESPONSIBILITIES:

Program Delivery (80%)

- Organize, teach, and evaluate sciences, technology, engineering, and math (STEM) after-school enrichment program.
- Recruit students to become involved in 4-H educational programs.
- Recruit and assist interested volunteers.
- Submit accurate, complete reports on time to county 4-H office as required and provide supplemental documentation useful in evaluating and improving educational programs as needed.
- Work with county staff to ensure allocated funds so that equipment, supply, travel expenses, and other program supports are within limits and seek additional resources for programs.

Other Responsibilities (20%)

- Assist with development and maintenance of the Urban Ag Demonstration Hub
- Attend and participate in training sessions as directed by the 4-H Agent or County Extension Director.
- Participate in staff conferences for planning and evaluation of joint activities and share ideas among all co-workers.
- Performs related work as required.

DESIRABLE SKILLS AND EXPERIENCE:

- Show high standards of professionalism in personal contacts, appearance, and work habits.
- Exhibit qualities of independent judgment.
- Maintain consistent and effective work habits to make efficient use of time and resources.
- Enthusiasm and desire to work and relate effectively to young people and adults.
- Ability to establish and maintain effective working relationships with county, district, state staff, local government employees, and clientele.
- Proficiency in current word processing and data management software programs (e.g. Microsoft Word, PowerPoint, Excel)

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Two (2) years successful experience working with youth and/or science related education.
- Ability to successfully complete background screening requirement.
- A valid Florida driver's license and a personal vehicle for official duty travel are required. This position requires frequent afternoon/evenings and some weekend work. Authorized travel expenses are reimbursed.
- Some degree of physical activity is required to conduct programs (e.g. setting up and cleaning up from programs, gardening, carrying demonstration materials, and audio-video equipment).