

UF/IFAS Extension Liberty County
4-H Program Assistant Job Description
28 hours/week, some evenings and weekends required

This position works collaboratively as a member of the UF/IFAS Extension Liberty County team, planning, developing, and conducting programs as well as performs duties necessary to assist in day-to-day operations. Pay rate: \$9.00 to \$10.00/hour based on experience. Direct Deposit Payroll required. No health benefits included with this position. FRS employer.

Requirements, Desirable Knowledge, Abilities and Skills:

- *Valid Driver's License & the ability to obtain van driver certification.
- *Background Check & Drug Test
- *Strong communication skills (written/oral/telephone/in person)
- *Organizational skills to plan/organize tasks/ set priorities
- *Problem solving skills
- *Interpersonal skills
- *Computer skills is a must Microsoft Suites, Excel, Teams, video editing, Zoom, 4-H online (will train)
- *Versatility is essential, a self-starter with a passion to work in youth education and develop a positive working relationship with other staff.
- *Other duties as deemed necessary

Essential Duties and Responsibilities include but not limited to the following:

60% Assists with planning and teaching 4-H/Youth projects and events.

Communicates/works collaboratively with schools/organizations serving youth as needed. Assists with recruiting or locating potential 4-H club members and/or adult leaders, also, organize new clubs.

20% Improve knowledge of the Florida 4-H Program and Extension Program and the subject matter by participation in trainings, continuous on the job training, and self-study.

10% Occasional out-of-county travel may be required to help manage overnight residential camps and day camps, and state camps.

10% Maintain accurate records/reports.

Most importantly, be a team player by assisting in all duties pertaining to answering the phone, distributing messages and newsletters and other general

office duties as needed to support the mission of the Liberty County Extension Office. Customer Service is essential in the day-to-day workings of the UF/IFAS Liberty County Extension Office.

Request applications from <https://libertybocc.com/commissioners/job-opportunities/> or Liberty County Clerk's office and submit to Liberty County Clerk's Office, Human Resources Department.

Application Deadline: April 5, 2021, 5 pm EDT.

For additional information call the UF/IFAS Extension, Liberty County Office at 643-2229.

DRUG FREE WORK ENVIRONMENT/EQUAL OPPORTUNITY EMPLOYER.