

Job description

JOB OVERVIEW

JOB TITLE	4-H Program Assistant
DEPARTMENT	UF/IFAS Extension Office
LOCATION	Hwy 12 South Bristol, Florida
REPORTS TO	Marie Arick

GENERAL JOB DESCRIPTION

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.

DUTIES & RESPONSIBILITIES

- 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.
- Perform other duties as assigned.

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.

REQUIRED EDUCATION & TRAINING/ LICENSE

- Valid Driver's License & the ability to obtain van driver certification.
- High school diploma or GED.
- Must pass Background, drug testing and pre-employment physical

SKILLS & ABILITIES

- 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 assigned

WORKING CONDITIONS

WORK ENVIRONMENT	The worker is subject to inside and outside environmental conditions. Tasks may risk exposure to extreme temperatures, humidity, etc.
HOURS / SHIFTS	Less than 29 hours per work week
BENEFITS	Retirement Only. No Health Benefits.
COMPENSATION	\$9.00 to \$10.00/hour based on experience. Direct Deposit Payroll required.
EMPLOYEE SIGNATURE	