

# Job description

## JOB OVERVIEW

<b>JOB TITLE</b>	4-H Program Assistant
<b>DEPARTMENT</b>	UF/IFAS Extension Office
<b>LOCATION</b>	Hwy 12 South Bristol, Florida
<b>REPORTS TO</b>	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.

***The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.***

## REQUIRED EDUCATION & TRAINING/ LICENSE/GENERAL

- Valid Driver's License & the ability to obtain van driver certification. Driver's license must remain clean and maintained.
- High school diploma or GED.
- Must pass Background, drug testing and pre-employment physical
- Desire to be proactive and create a positive experience for others
- Communicate effectively in English in both written and verbal forms

**Competencies**

**Business Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Communications:** Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Relationship Building:** Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

- 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

**Physical Requirements:**

- Must be physically able to exert 25 to 50 pounds of force, or 10 to 20 pounds of force constantly to lift, carry, push, and pull or otherwise move objects.
- Physical demands are in excess of sedentary work. Must be able to stand and walk for prolonged periods of time.
- Tasks include considerable bending, stooping, climbing, etc.
- Ability to traverse undeveloped, uneven, wet, broken terrain, wooded, marshy areas.
- Ability to tolerate inclement weather including rain, humidity, heat, and cold.

WORKING CONDITIONS	
WORK ENVIRONMENT	Work within an office, work within a remote setting (as needed). Work days, evenings, and weekends, as needed, to meet responsibilities of the position. This position often works in the community and 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	