



Baker County Board of Commissioners

Extension Program Assistant

Part-time Position

University of Florida/IFAS Extension Baker County

Macclenny, FL

JOB OVERVIEW

The Extension Program Assistant provides technical and service support to the 4-H youth development, horticulture, and agriculture programs by assisting with class preparation, teaching, evaluation, clientele services, and enhancing Extension presence online. The work schedule is flexible, 24 hours a week with some weekends and evenings required. 21 years of age or older preferred but not required.

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Ability to successfully complete background screening requirement (FBI Level 2)
- A valid Florida driver's license, good driving record, and completion of the University of Florida's van operations training session are required for official duty travel
- Some degree of physical activity is required to conduct programs e.g., setting up and cleaning up from programs, gardening related activities, carrying demonstration materials, and transporting audio-video equipment

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the public we serve
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals

DESIRED SKILLS AND EXPERIENCE

- Show high standards of professionalism in personal contacts, appearance, and work habits
- Exhibit qualities of independent judgement; good verbal, written, and listening communication skills
- 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 writing and editing on-line and social media communication, and office computer programs (e.g., Microsoft Word, PowerPoint, Excel)

REPRESENTATIVE DUTIES – (85%)

- Assist Extension Agents with organizing, teaching, and evaluating community programs in the areas of 4-H Youth Development, Agriculture and Horticulture Sciences
- Provide customer service to clientele; assist with enrollments and event registrations
- Promote Extension services, enhance Extension online presence, and assist in the recruitment of volunteers
- Submit accurate, complete reports on time as required and provide supplemental documentation useful in evaluating and improving educational programs as needed
- Work with county staff to ensure allocated funds for equipment, supplies, and other program supports are within limits and seek additional resources for programs

ADDITIONAL RESPONSIBILITIES – (15%)

- Assist with county auditorium rental contracts, scheduling, and check-in procedures
- 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 amongst all co-workers
- Perform related work as required