

CALHOUN COUNTY UF/IFAS EXTENSION OFFICE
Vacancy Announcement

Position: Part-Time Temporary Program Assistant

Closing Date: Friday, March 1, 2019 at 12:00 p.m. (CDT)

Salary: \$9.25/hour, up to 24 hours per week, 16 -18 weeks, beginning May 3, 2019

Minimum qualifications:

- Must be at least 21 years of age
- Must have a standard high school diploma or equivalent
- Must have a valid Florida Driver's License
- Must be proficient in computer skills – testing is required as part of application process
- Must provide a Cover Letter and a Resume as part of the job application.
- If selected for this position, the candidate must then pass two background screenings:
 - 1) Drug Screening (paid for by Calhoun County BOCC)
 - 2) Florida Statute Title XXXI Chapter 435 Level II Background screening.
 - Please note: The candidate must pay for the 435 Level II screening. Upon successful screening and completion of a successful term of employment, the employee will be reimbursed by UF/IFAS Extension 4-H program funds. The cost of this screening is approximately \$80.

Job description:

This position works as a member of the UF/IFAS Extension Calhoun County team. Primary duties include assisting the 4-H Agent with program preparation and implementation in order to provide quality 4-H Youth Development education in Calhoun County. Other duties include supporting the Extension office as a team player by assisting in answering the telephone, filing, organizing, and other office duties, as needed, in order to support the mission of the UF/IFAS Extension Calhoun County office. Experience working with youth in 4-H or other structured youth programs is strongly preferred. Residency in Calhoun County is preferred. The work environment may involve both indoor and outdoor activities. This position will be required to obtain a 15-passenger vehicle certification from University of Florida / Institute of Food and Agricultural Sciences.

Required knowledge, skills, and abilities:

- Ability to assist with the planning and teaching of a variety of 4-H Youth educational activities, in a variety of settings.
- Ability to communicate effectively in both oral and written formats to facilitate partnerships with schools, organizations serving youth, 4-H community clubs, and other community entities.
- Flexibility (willing to work some weekend and evening hours)
- Creativity (ability to bring new ideas to the 4-H program)
- Dependability (be on time for work and special 4-H events; follow through with work assignments)
- People skills (ability to relate to and maintain effective working relationships with diverse groups of youth and adults, exercising respect, professionalism, and courtesy that results in a positive, safe, and secure environment for 4-H participants)

- Organizational Skills (ability to prioritize assignments and work on multiple projects meeting required deadlines)
- Leadership abilities and initiative for independent work.
- Ability to load, lift, and carry objects of moderate weight to set up and conduct programs.
- Ability to follow established details and procedures.
- Knowledge of standard office and clerical practices. (Chain of command, filing, documentation, inventory, etc.)
- Ability to effectively use Microsoft Office computer software applications e.g. Microsoft Word, Publisher, PowerPoint, and Excel
- Ability to effectively use Social Media such as Web-Blogging, Twitter and Facebook
- Ability to create marketing items, such as flyers, brochures, bulletin boards, and other promotional materials.

Applications will be accepted at:

**CareerSource Chipola
16908 N Pear Street
Blountstown, Florida 32424
(850) 674-5088**

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