



## **4H - Education/Training Specialist I**

JOB NO: 509769  
WORK TYPE: Staff Full-Time  
LOCATION: Broward  
CATEGORIES: Education/Instructional, Office/Clerical  
DEPARTMENT: 60355006 - AG-BROWARD  
CLASSIFICATION TITLE: EXTENSION PROGRAM ASSISTANT, 4-H

**JOB DESCRIPTION:** This is specialized work to assist professional Extension Agent in conducting educational programming in 4-H youth development. Employee is responsible for preparing materials to supplement educational programs, conducting educational programs, developing training materials that will be used in teaching both adult and youth audiences and creating and coordinating camp and event materials and flyers. Maintaining reports, records of program participants, evaluations and financial transactions. Position includes some rotating front desk back up support coverage.

### **50% Program Delivery**

- Plan, organize, schedule and conduct a variety of program activities and events. Serve in a training role for volunteer leaders by providing them with program ideas and materials. Teach groups of adults and youth utilizing prepared curricula. Prepare demonstration materials to aid in the presentation of classes. Examples are: print materials, visual aids, or power point presentation. Attend local, district, and state activities and events in place of the County Extension Agent, as requested. Answer email, phone and social media questions about 4-H and programs.

### **20% Reporting**

- Record 4-H financial transactions. Enter data in 4-H Online to track program participants. Assist youth and volunteers with enrollment and event registration in 4-H Online. Assist with development and maintenance of Affirmative Action program guidelines, monthly, quarterly and annual reporting, calendar of events, and 4-H leader meeting minutes.

### **10% Planning**

- Plans and prepares lessons and materials. Continues to improve knowledge of subject matter and teaching methods. Participate in program section meetings.

### **10% Travel**

- Travels according to 4-H youth development policy. Travel includes taking youth to county, district and state events. Assists agent with processing travel.

**5% Administration**

- Assists with volunteer reference checks, fingerprinting and level 1 and level 2 screening. Update 4-H website/social media. Purchase supplies as needed.

**5% Performs other duties as assigned.**

**ADVERTISED SALARY:** \$17.50-\$18.71/hr, commensurate with experience

**MINIMUM REQUIREMENTS:** Bachelor's degree in an appropriate area and two years of relevant experience, or an equivalent combination of education and experience.

**PREFERRED QUALIFICATIONS:**

- Effective written and oral communication skills.
- Experience working with diverse youth and adult audiences.
- Skill in planning and teaching a variety of programs and events.
- Knowledge of STEM subject matters and ability to teach on these topics
- Knowledge of 4-H policies and procedures.
- Knowledge of records management principles.
- Knowledge of program financial management procedures.
- Ability to operate a computer and copier/printer and knowledge of computers and job related software programs.
- Skill in analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

Typical Work Schedule:

Monday-Friday, 8:00 AM to 5:00 PM, with an hour lunch break. Some evenings and weekends are required. Employee will occasionally need to work overtime in order to meet programmatic needs and will be compensated in the form of overtime compensatory leave.

Required Licenses, Certifications and Other Specific Requirements of Law:Level 2 Background screening through DCF AHCA Clearinghouse (background check and fingerprinting required) Must possess and maintain a valid Florida driver's license and any other endorsements necessary to legally operate vehicles used while assigned to this position. For purposes to travel to county, district and state events and other duties assigned. Youth protection training through UF/IFAS

Ability to lift at least 50 pounds, stand for extended periods of time, and work in a flexible or non-ideal environment. Able to travel for extended periods, up to one week at a time. Flexibility in schedule, program area and location.

In order to be considered, you must upload your cover letter and resume. [Click here](#)

This position is eligible for veteran's preference. If you are claiming veteran's preference, please upload a copy of your DD 214 Member Copy 4 with your application for consideration. See our [Veteran's Preference Page](#) for more specific information.

Application must be submitted by 11:55 p.m. (ET) of the posting end date.

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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