

## **Jefferson County 4-H Program Assistant**

Jefferson County Extension is pleased to announce the acceptance of qualified applications for the 4-H Program Assistant vacancy.

### **Job Type: Full Time**

**Pay:** \$19:23 /hour

**Expected Hours:** 40 hours a week\*

\*Typical schedule is Monday through Friday, 8:00 AM to 5:00 pm. However, this position will require irregular work hours after 5:00 pm or weekends as requested by the immediate supervisor.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### Requirements:

- Candidate must possess strong verbal and written communication skills
- High school diploma or equivalent
- Valid driver's license
- Experience working with youth
- Skilled in Microsoft Office Suite
- Proficient with computers and other office equipment\*

**\*Applicants that are cleared through screening may be required to take a basic computer skills assessment prior to being selected for a job interview.**

#### Essential Functions:

- Register volunteers and screening requirements.
- Assist with club management and chapter status.
- Update and disseminate 4-H correspondence and reports.
- Maintain all individual and club documents; prepare monthly and yearly reports as required.
- Plan, organize, schedule, and conduct a variety of activities and events.
- Attend local, district, and state events.
- Perform other duties as assigned.

### **Minimum Qualifications**

All applicants must have a minimum of a high school diploma and at least two years of experience working with youth and/or youth programs.

#### Knowledge, Skills, and Abilities:

- Ability to communicate effectively orally and through written communication; to include attention and accuracy.
- Skill in planning a variety of events.

- Knowledge of records management.
- Ability to work with diverse groups of individuals.
- Skills in time management, prioritizing, and organization.
- Ability to use all required equipment.

#### **REQUIRED LICENSES, AND OTHER SPECIFIC REQUIREMENTS OF LAW.**

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 the purposes of travel to county, district and state events and other duties assigned.

Complete and pass the Level 2 DCF(435) background screening and the University of Florida's Youth Protection Training Certificate (#YCS800).

#### **How to Apply**

- Go to <http://www.jeffersoncountyfl.gov/Uploads/Editor/file/EmploymentApplication.pdf> to complete the application.
- Submit resume and county application to the Jefferson County Extension Office via email to [Jefferson@ifas.ufl.edu](mailto:Jefferson@ifas.ufl.edu) or you can drop the completed application off at the Jefferson County Extension Office located at 2729 W. Washington Hwy. Monticello, FL 32344 on or before **Thursday July 24<sup>th</sup>, 2025, by 4 pm.**
- *Jefferson County is an equal opportunity /Affirmative Action Employer and Drug-Free Workplace. Drug testing is a required part of the pre-employment physical. Applicants with a disability should call 850-342-0187 for accommodations.*

#### **Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan