County Extension Associate

Role:
The County Extension Associate position is an exempt professional staff role within UGA Cooperative Extension responsible for managing the many resources offered by a county office. This work typically carries dual responsibilities within a local County Extension office. A County Extension Associate coordinates roles and distributes time as needed between the county office and the delivery of the 4-H program within the assigned county. A high level of independent judgment is required to effectively carry out the essential duties of the job and the incumbent is expected to manage both Extension program administration and 4-H education delivery by developing techniques and procedures as appropriate. This person works cooperatively with all Extension faculty and staff where applicable and is administratively responsible to the appropriate County Extension Coordinator and the District Extension Director.

County Office Resource Management Responsibilities:
• Assist clientele with access to Extension resources and services including: printed publications, online content, other educational materials, and sample submission for all diagnostic services (e.g. soil and water tests, feed and animal waste analysis, radon testing).
• Assist clientele in registering for regional or statewide workshops/conferences and training or testing associated with certification programs offered by Extension (e.g. pesticide applicators, certified landscape professional, certified childcare providers, ServeSafe).
• Publicize programs and workshops offered in local county or nearby counties to clientele.
• Facilitate conference calls/video conferences to connect clientele with County Agents from other counties or with State Specialists.
• Maintain office hours to assist clientele and conduct day to day operations.
• Maintain appropriate records for fiscal reporting. May prepare various accounting forms and exercise basic accounting responsibility in reconciling local Extension budgets. Must keep financial records current within the existing month.
• Maintain the office filing system in a manner that corresponds with the standard for all Extension offices and coordinate office tasks with other county staff as necessary.
• Maintain office inventory of publications, office supplies and materials as needed.
• Assist County Extension Coordinator with personnel procedures.

County 4-H Responsibilities:
Program Implementation
• Conduct in-school club meetings and deliver prepared curriculums that meet state (Georgia Professional Standards) guidelines.
• Recruit 9 to 18 year old students to become involved in 4-H educational programs.
• Plan ahead and cooperate with staff members to coordinate programs.
• Identify, recruit, train, involve, and recognize volunteers in planning, teaching, and evaluating Extension 4-H programs and assist interested volunteers in the successful completion of the 4-H Chaperone Training.
• Assist 4-H’ers in preparation for 4-H competitive events including project achievement, judging teams, etc.
• Transport or arrange for transportation of 4-H’ers to various district and state level events and if assigned, provide leadership for youth while attending these events.
• Incorporate the results of program evaluations and feedback in planning future programs and techniques used in implementing programs.

Program Support
• Use local mass media to publicize 4-H events and accomplishments.
• Use county website and internet media to increase 4-H program outreach.
• Make reports to appropriate clientele and public officials through media, personal contacts, and/or group meetings to provide information on progress of 4-H programs and coordinate reporting with other county staff members.
• Submit accurate, complete reports on time in Georgia Counts, 4-H Enrollment, and to District and State 4-H Office as required and provide supplemental documentation useful in evaluating and improving educational programs as needed.
• Cooperate with other staff in preparing joint reports.
• Budget allocated funds so that equipment, supply, travel expenses, and other program supports are within limits and seek additional resources for programs.

General Responsibilities:

Professional Development
• Achieve and maintain skills in teaching, communicating, and promoting 4-H programs using current and up-to-date research-based data/information and staying abreast of the county’s emerging issues.
• Show enthusiasm for job and project a positive attitude during Extension programs.
• Express thoughts clearly and concisely through written and verbal communication.
• Show high standards of professionalism in personal contacts, appearance, and work habits (as a professional, it is understood that the work effort is frequently extended past the eight hour work day and forty hour work week including nights and weekends).
• Set goals to improve the personal level of competence in relation to the requirements of the job; and develop and pursue a continuous program of professional improvement that may include professional education, formal course work, in-service trainings, involvement in professional organizations, and other methods that are relevant to the position.
• Attend and participate in training sessions/activities overnight and on weekends as directed by the 4-H Agent, District Extension Director, or County Extension Coordinator.
• Express team spirit and cooperation by regularly participating in staff conferences (using them for planning and evaluation of joint activities) and sharing ideas among all co-workers, leaders, district staff, and specialists.
• Possess or develop adequate computer skills to enhance communication to the public and Extension data management.
Other Responsibilities

• Conduct all duties in accordance with The University of Georgia Cooperative Extension Equal Opportunity plan that ensures all educational programs, assistance, and materials to all people without regard to race, ethnicity, national origin, color, gender, sexual orientation, religion, age, disability or veteran status.

• Maintain consistent and effective work habits to make efficient use of time and resources.

• Perform specific tasks and assume leadership for certain program areas as specified by the District Extension Director or County Extension Coordinator.

• Demonstrate personal interest and involvement in local community by joining local civic organizations (or supporting their efforts) and networking with community leaders.

• Work in this occupation is by nature a combination of office and field work. Some degree of physical activity is required to conduct programs (e.g. handling animals, demonstration materials, and audio-video equipment).

• Other duties as assigned.

Minimum Qualifications

• Bachelor’s Degree in appropriate field and one (1) year of applicable experience, OR a minimum of five (5) years of applicable experience;

• Ability to learn about all of the services and resources available to county Extension clientele and the ability to assist clientele with access to these services and resources;

• Ability to establish and maintain effective working relationships with county, district, and state staff, local government employees, and clientele;

• Ability to successfully complete 4-H Chaperone Training;

• Proficiency in current word processing and data management and accounting software programs (e.g. QuickBooks, Microsoft Word, PowerPoint, Excel); and

• Certified Master Gardener training is preferred.