

[Apply for Job](#)**Job ID** 107389**Full/Part Time** Full-Time**Location** Cherokee County Ext Office**Regular/Tem...** Regular**Job Code** UK4300[☆ Add to Favorite Jobs](#)[✉ Email this Job](#)

JOB SUMMARY:

The 4-H Youth Development County Agent is a member of the Extension staff of Clemson University. The agent is responsible for working cooperatively with other county and state staff to plan, implement, maintain and evaluate Extension education program for the county, state and region adult and/or youth clientele. Other duties as assigned.

JOB DUTIES:

60% - Essential - Primary Program Management and Development- Develop, deliver, and evaluate educational programming within the 4-H Youth Development Program Area to adult and youth audiences. Educate through direct methods such as individual consultation, training classes, group meetings, tours, demonstrations, and volunteer training and/or management, including online/virtual tactics. Communicate knowledge through indirect methods such as written, audio, visual, and/or social content. Document programming impacts for targeted stakeholders.

10% - Essential - Resource Sustainability - Responsible for resource development, management, and sustainability to support Extension educational programming to include grants, contracts, legal agreements, gifts, in-kind support, sponsorships, revenue generated, local and state appropriated funds and/or other types of funding.

10% - Essential - Extension Advocacy and External Partnerships - Partner and collaborate with the Extension Advisory Council and Advocacy Committees, Program and/or Action Committees, local and state elected officials, and Extension stakeholders in planning those educational phases of the county program relevant to areas of responsibility and consistent with the total Extension program.

10% - Essential - Internal Partnerships and Contributions beyond primary team - Collaborate across Program Teams to develop, deliver, and evaluate educational programming outside the Agent's primary Program Area using direct and indirect methods. Support day-to-day functions of the county offices, as needed, by being present in the office, available to the staff and public, and willing to assist with general Extension inquiries.

10% - Essential - Self-Improvement - Identify and participate in opportunities for self-improvement and professional development such as professional and in-service trainings. Obtain supervisory approval prior to registration and participation.

MINIMUM REQUIREMENTS:

Education - 1st Bachelor's Degree
Licenses - Drivers License Class D normal < 26,000
Work Exp 0+ years

PREFERRED REQUIREMENTS:

Education - 1st Master's Degree

RESPONSIBILITIES

JOB KNOWLEDGE

Fundamental Job Knowledge - Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations

SUPERVISORY RESPONSIBILITIES

Acts as Lead - Acts as a Lead by guiding the work of others who perform essentially the same work.

BUDGETARY RESPONSIBILITIES

Monitors Budget - Does not provide input but is responsible for monitoring the departmental budget and may oversee fund allocation.

PHYSICAL REQUIREMENTS:

Stand for prolonged period

Walk or move about

Use hands or feet to operate or handle machinery, equipment, etc

Ascend or descend (i.e. stairs, ladder)

Position self to accomplish task (i.e. stoop, kneel, crawl)

Communicate, converse, give direction, express oneself

Recognize or inspect visually

Move, transport, raise or lower

Extends hands or arms in any direction

Use taste or smell to detect or determine particular flavors or odors

WORKING CONDITIONS:

Exposure to heat or cold

Exposure to dust/fumes

Wet or humid

Noise

Overnight Travel

WORK SCHEDULE:

Standard Hrs: 37.5; Expected Salary Range (\$38,900 - \$50,000)

ESSENTIAL PERSONNEL LEVEL

Normal Operations

Required to follow emergency facility closure directives, and not normally expected work on-site during emergency situations.

JOB LOCATION:

Gaffney, SC

APPLICATION DEADLINE:

January 13, 2023

MILITARY AND VETERAN:

MILITARY EQUIVALENCY:

Clemson University is proud to allow educational equivalency for military technical certifications and trainings that directly relate to the job duties.

VETERAN PREFERENCE:

South Carolina is making our Veterans a priority for employment in state agencies and institutions.

State policy for veteran preference states that for qualifying, full-time permanent positions, a veteran applicant may receive preference if they meet the job's minimum qualifications, were discharged under honorable conditions from the military, and submit their DD-214 for confidential review by the Office of Human Resources.

To claim Veteran Preference for qualifying positions, email hrjob@clermson.edu upon submission of your application.

CLOSING STATEMENT:

Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.

