



Tri-County 4-H Animal Bio-Security Program Representative I

7/1/14 through 6/30/15: 21% time (8.5 hours per week), \$14.22 per hour

7/1/15 through 10/10/15: 33% time (13 hours per week), \$14.22 per hour

Position Details

Position Summary Under the general supervision of the Youth Development Advisor, the Tri-County 4-H Animal Bio-Security Program Representative I will support the 4-H bio-security animal proficiency research program in San Benito, Santa Cruz, and Monterey Counties by:

- 1) Securing project resources.
- 2) Promoting the project.
- 3) Recruiting volunteers and participants.
- 4) Providing professional development workshops on the 4-H bio-security animal proficiency program (sheep, swine, cattle (beef or dairy) and goat).
- 5) Serving as a liaison between the project volunteers, member participants and research team.
- 6) Writing and submitting project progress reports.
- 7) Facilitating the research protocol.
- 8) Collecting data.
- 9) Conducting on-site program observations.

Knowledge, Skills, and Abilities

- 1) Excellent organizational skills.
- 2) Ability to work independently.
- 3) Excellent problem-solving techniques.
- 4) Excellent written and oral communication skills.
- 5) Excellent Computer skills.

Minimum Qualifications

- 1) Interest in youth programs.
- 2) Interest/experience in large animal science.
- 3) Excellent organizational and problem-solving skills.
- 4) Excellent written and verbal communication skills.
- 5) Ability to direct, coordinate, plan, and interact with clientele, staff, and

- the public.
- 6) Ability to work independently.
- 7) Proficient in use of Windows-based computer with knowledge of Microsoft (Excel, Word, and PowerPoint).
- 8) Ability to perform mathematical calculations, interpret policies and relate information to others in a clear manner.
- 9) Experience in event planning.

Preferred Qualifications

- 1) Knowledge of the 4-H Youth Development Program.
- 2) Experience or coursework in youth development, animal science, science literacy, or a related field.

Job Duties

(%)	Function	Duties
45	Program Support	Provide administrative and programmatic support to the Tri-County 4-H bio-security animal proficiency research program. Under the supervision of the Youth Development Advisor secure project resources, promote project, recruit volunteers and member participants, provide professional development workshops, serve as a liaison between the project participants and research team, write and submit project progress reports, facilitate research protocol, collect data, conduct on-site program observations. Serve as a liaison between the research team and the project, and work with confidential information.
35	Coordination & Purchasing	Assist in the planning and delivery of volunteer development workshops by securing facilities, supplies, refreshments, and communicating with participants. Plan, arrange, and coordinate the venue for the workshops and meetings. Purchase supplies and refreshments using the UC purchasing card. Analyze cost comparisons with various vendors to obtain best overall price and follow up with vendors. Track and file appropriate paperwork and receipts in accordance to UC policies, procedures and guidelines.
10	Communication	Participate in research team face-to-face and conference call meetings. Attend project meetings to offer support, assess project and take photographs. Make presentations at 4-H Club meetings and Council meetings. Write newsletter articles. Prepare handouts for workshops/meetings for Staff/Advisors. Work with supervisor to prepare and edit documents, presentations, and other educational materials.
5	Other duties	Perform other work related duties as assigned.
5	Affirmative Action	Promote, in all ways consistent with the other responsibilities of the position, Accomplishment of the Affirmative Action goals established by the Division.

Job Requirements

Required

- 1) Interest in youth programs.
- 2) Excellent organizational and problem-solving skills.
- 3) Excellent written and verbal communication skills.
- 4) Ability to direct, coordinate, plan, and interact with clientele, staff, and the public.
- 5) Ability to work independently
- 6) Proficient in use of Windows-based computer with knowledge of Microsoft (Excel, Word, and PowerPoint).
- 7) Ability to perform mathematical calculations, interpret policies and relate information to others in a clear manner.
- 8) Experience in event planning.

Preferred

- 1) Knowledge of the 4-H Youth Development Program.
- 2) Experience or coursework in youth development, science literacy, or a related field.

Special Conditions of Employment

- 1) Travel outside of normal business hours.
- 2) Employment is contingent upon fingerprinting clearance from both the Department of Justice and the FBI, prior to the first day of UC employment.
- 3) Must possess valid California Driver's License to drive a County or University vehicle. Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.
- 4) Must be able to lift up to 25 pounds to transport educational materials. Must be able to travel frequently at county level (UC Davis, San Benito, Monterey and Santa Cruz Counties).
- 5) Evening and weekend availability as determined by needs of the program.
- 6) Ability to complete the IRB Human Subjects Certification.
- 7) Apply, obtain and manage a UC purchasing card in accordance to UC policies and procedures.

Application Process

Submit cover letter and resume to

Lynn Schmitt-McQuitty
County Director/Youth Development Advisor
UCCE San Benito County
3228 Southside Road
Hollister, CA 95023
831-637-5346 x 12
lschmittmcquitty@ucanr.edu

- Position will be housed at the UC Cooperative Extension Office most convenient for the candidate.

