



**American Samoa Community College**  
***Agriculture Community & Natural Resources Division***  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

**Position Title:** 4-H Agent III  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The 4-H Agent III assists in extending the ASCC Land Grant Youth Development Program to the people of American Samoa through planning, organizing, implementing, and evaluating the 4-H program in villages, schools, the faith community, and other youth organizations.

**Responsibilities and Duties:**

- Coordinate Extension, Education, and Applied Research programs to build the capacity of youth and adults that are consistent with the national 4-H mission mandates: 1) STEAM Education, 2) Citizenship, 3) Healthy Living, and 4) Agriculture
- Continuously gain knowledge of the growth and development process of youth and apply it to the 4-H program. Stay updated in learning strategies for youth development and in the offerings of the National 4-H program by attending professional meetings and in-service workshops, doing self-study, and taking credit courses when possible. Develop a professional development plan of action, including the goals of the professional research and knowledge structure of youth development.
- Work cooperatively with the 4-H Manager, other Extension Agents and staff to accomplish the mission of ASCC and the ACNR division
- Work with the 4-H Manager and Agents to develop and maintain effective relationships and partnerships with the Department of Education, ASG agencies, communities and youth organizations to implement the 4-H Program through the territory
- Work as team with the 4-H Manager and Agents in the recruitment of youth, adults, and volunteers for the programs
- Initiate programming efforts to support the ASCC-ACNR Cooperative Extension Youth Initiative
- Assist the 4-H Manager and Agents in program planning, development, implementation and evaluation; volunteer development, interagency collaboration, professional development, and resource development
- Write grants and pursue other funding opportunities to provide program sustainability
- Develop and deliver 4-H Youth programs and activities
- Serve as a liaison to other ASCC ACNR programs for youth related programs and activities
- Evaluate effectiveness of workshops and programs, and implements suggested changes in areas of responsibilities
- Collect, save and report data for all the workshops and activities conducted for the 4-H Program
- Prepare weekly plans of work and bi-weekly accomplishment reports
- Contribute to 4-H monthly reports and monthly Connections highlights
- Assist with annual reports and plan of work updates for both local and federal agencies
- Attend 4-H and ACNR staff meetings, and other meetings as requested

- Perform other duties as assigned

**Minimum Qualifications:**

- Bachelor's degree in Agriculture, Youth Development, Human & Family Development, Extension Education, Natural Resources, Family and Consumer Sciences, Agriculture Education, Agriculture Communication or related fields
- At least three (3) years of successful experience in Agriculture, 4-H, Youth Development, Natural Resources, Family and Consumer Science, and Cooperative Extension work
- Ability to apply Extension teaching methods
- Ability to travel independently to various locations in a timely manner. Must possess a valid driver's license
- Good written and oral communication skills in the Samoan and English languages. Must be computer literate

**Preferred Qualifications:**

- Master's degree in Agriculture, Youth Development, Human & Family Development, Extension Education, Natural Resources, Family and Consumer Sciences, Agriculture Education, Agriculture Communication or related fields with two years of experience
- Skills in interpersonal, written and oral communications, grant writing, and computer use
- An understanding of the Samoan culture and language is highly desirable

**Salary Range:** GS-13/10-20: \$23,020.00 - \$30,820.00 per annum

**Application Deadline:** January 14, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 456/466/460, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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