



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

Position Title: 4-H Agent II-A
Employment Status: Full-Time/12 months (Career Service)

General Description:

Under the direct supervision of the 4-H Program Manager, the 4-H Agent 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 any other youth organizations.

Responsibilities and Duties:

Administrative

- Work as a team with other 4-H Agents in the recruitment of youth and adults for programs.
- Maintain the office in a clean and orderly manner. Work with custodial staff to ensure that upkeep is held at a high standard.
- Perform other duties as assigned.

Technical

- 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 other Extension Agents and staff to accomplish the mission of ASCC and the ACNR division
- Work with 4-H 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 throughout the territory.

Planning

- Plan and schedule 4-H programs and events with co-workers
- Work with 4-H Agents and staff to plan, conduct, and evaluate area programs.

Reporting

- Collect, save and report data for all workshops and activities conducted for the 4-H Program

Minimum Qualifications:

- Some College experience, or an Associate's Degree
- Five to seven years of work experience in direct or related field

Salary Range: Salary will be commensurate with degree and experience.

Application Deadline: March 16th, 2021 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.

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