Effingham County Farm Bureau

Agriculture Literacy Coordinator

Job Description

The Agriculture Literacy Coordinator will provide agriculture programs for the schools and communities in Effingham County. The purpose of this position is to expand agricultural education programs for all levels of education, pre-kindergarten through adult. The agricultural programs will be research based and action oriented. The Agriculture Education Coordinator is responsible for providing programs aimed at integrating science, math, reading, writing, social studies, and health into agriculture. Suggested subject matter for programs include animals, energy, insects, plants, soils, weather, genetics, horticulture, and conservation of natural resources.

Responsibilities

1. To serve as a resource for the school and communities in Effingham County by providing agricultural literacy curriculum enhancement materials, presentations, and training opportunities to school administrators, teachers, and students.
2. To develop, deliver, and coordinate scheduling of agriculture literacy programs in the schools and group educational programs.
3. Recruit and train volunteers to assist in agriculture literacy programs
4. Develop and maintain the resource library including kits, videos, books, and other materials, ordering items as needed to have necessary supplies on hand.
5. To increase the visibility of the Effingham County Farm Bureau Foundation Agriculture Literacy program in the county.
6. Organize and record meetings of the Effingham County Partners for Agriculture Literacy Committee.
7. Organize and promote fundraising for the Effingham County Farm Bureau Foundation Agriculture Literacy Program.
8. Search out grants and other opportunities for funding.
9. Keep an accurate record of expenditures and travel expenses.
10. Regularly report on programs to the Farm Bureau manager, Effingham County Farm Bureau Board, Illinois Farm Bureau home office, local newspapers and social media.
11. Participate in district and state Ag Literacy Coordinator meetings and Illinois Farm Bureau Ag Literacy programs.
12. Prepare an annual report summarizing the results of classroom presentations and the number of students reached.
13. Complete other duties as assigned.

Qualifications

* Interest and knowledge of agriculture
* Ability to work “hands-on” with students, teachers, and volunteers
* Excellent verbal and written communication skills
* Sound organizational skills
* Adequate transportation
* Capable of performing light lifting
* Ability to work independently
* Some night and weekend work expected