

## BUREAU COUNTY AG LITERACY ADVISORY COUNCIL

### AG LITERACY COORDINATOR

#### **POSITION DESCRIPTION:**

This coordinator is responsible for handling the agriculture education aspects of the Farm Bureau. The main focus will be on the elementary students of Bureau County. From time to time you will also be asked to participate in programs educating consumers about agriculture as well.

The primary source of funding for this position comes from the Farm Bureau; however, a portion of the budget comes from donations, contributions, and grants to sustain the program. This requires assisting in soliciting donations, keeping contributors informed of activities, and keeping record of students reached and material dispersed.

The program has been in existence for several years now, so if hired you would be following coordinators, with that being said there are files in place that would need to be sorted and become familiar with, etc.

If hired you would work with the Bureau County Ag Literacy Advisory Committee made up of other association representatives and volunteers.

**OFFICE LOCATION:** Bureau County Farm Bureau  
Princeton, Illinois

**GEOGRAPHIC AREA:** Serving all schools and Ag Literacy projects within Bureau County

**POSITION TITLE:** Agricultural Literacy Coordinator

**REPORT DIRECTLY TO:** Jill Frueh, Manager  
Bureau County Farm Bureau

**ADVISORY COUNCILS:** Bureau County Farm Bureau Board of Directors & Education Task Force  
Bureau County Ag Literacy Advisory Committee

**EMPLOYMENT:** Part Time (approximately 20-25 hours per week)  
Less than 1000 hours annually  
Summers will require less time in the office

#### **QUALIFICATIONS:**

An Associates degree is required but a Bachelors degree is preferred from an accredited institution of higher education. Related teaching and/or background experience in education is preferred. Good verbal and written communication skills; sound organizational skills are necessary; skills in public relations that require working with people as individuals and in groups; evidence of ability to teach; experience in planning and delivery of educational programs; the ability to lift and move and deliver educational kits; an automobile and valid operators license to adequately fulfill the job responsibilities is a necessity.

**DUTIES:**

- (a) Review current agricultural education efforts and materials and implement improvements in order to enhance the program to meet Farm Bureau's agricultural education goals;
- (b) Gain access to teachers and educators in Bureau County;
- (c) Recruit and train volunteers to assist in the program;
- (d) Explore ways and take an active role in new ways to gain additional support for the program in Bureau County from Illinois Farm Bureau, commodity groups and other organizations in the form of funding, time and materials;
- (e) Cooperate with Farm Bureau Education Task Force on the development and execution of ag presentations for all grades in Bureau County;
- (f) Publish and distribute (at least) a quarterly newsletter for teachers to inform them of opportunities, information and resources available to them;
- (g) Work with FFA chapters and 4-H clubs to educate about careers in agriculture;
- (h) Participate in district and state Ag Literacy Coordinator meetings and Illinois Farm Bureau Ag Literacy programs;
- (i) Identify existing programs and activities being conducted in Bureau County and provide assistance to those programs and activities,
- (j) Develop and implement new county agricultural education programs,
- (k) Provide training opportunities for teachers, administrators, guidance counselors and others which may include field trips to farms and agribusinesses. Participate in school institutes and in-service programs;
- (l) Assist the county's public libraries on their summer reading programs;
- (m) Co-coordinate the Bureau County Ag Fair
- (n) Assist the Bureau County commodity organizations and the Bureau County Farm Bureau Women's Committee with their commodity promotions and ag literacy efforts;
- (o) Develop a network of key teacher contacts and adult volunteers for facilitating communications and disseminating promotional materials; and
- (p) Develop and implement a variety of methods to reach targeted audiences (field trips, demonstrations, presentations, media, newsletters, exhibits, contests, etc.).
- (q) Assist participating organizations and individuals with the organization of the Summer Ag Institute,
- (r) Develop, maintain and report a database of community groups and organizations interested in and supportive of the program,
- (s) Develop, maintain and report a database of educational resources,
- (t) Provide materials and/or presentations to classrooms within the county that promote agriculture,
- (u) Promote agriculture education through articles for newspapers, newsletters, and radio spots,
- (v) Consult the Bureau County Farm Bureau manager on projects that require funding over \$50,
- (w) Perform other duties as they arise.

**EVALUATION:**

- A multi-organizational advisory council will meet regularly to assist the coordinator in focusing on activities and determining programming needs.
- The coordinator, with assistance from the Bureau County Farm Bureau manager, shall complete an annual report of the agricultural literacy program. The report shall include the following:
  1. summary of all training programs and presentations conducted for administrators, teachers and students
  2. narrative summary of each completed activity, the grade level reached, the administrators and/or teachers involved, and the number of students and adults reached
  3. budget comparison of project income and expenditures
- The coordinator shall deliver monthly reports to the Bureau County Farm Bureau manager. The reports shall summarize the following:
  1. monthly activity report that includes:
    - projects/programs initiated and completed
    - resource materials distributed to administrators, teachers and students
    - number of administrators, teachers and students reached
    - explanation of planned future activities
  2. expenditures for the month
  3. travel log for the month
- Evaluations may be conducted at the conclusion of all workshops, in-services, and classroom presentations.