



## Whiteside Agriculture Literacy Council

### Agriculture Literacy Coordinator Position Description

The Agriculture Literacy Coordinator will be responsible for providing and creating science-based agricultural curriculum materials, presentations, and training opportunities for K-8 grade teachers and students, both public and private, of Whiteside County.

**OFFICE LOCATION:** Whiteside County Farm Bureau  
Morrison, Illinois

**GEOGRAPHIC AREA:** Serving all schools within Whiteside County

**POSITION TITLE:** Agriculture Literacy Coordinator

**RESPONSIBLE TO:** Whiteside Agriculture Literacy Council  
Whiteside County Farm Bureau Foundation

**EMPLOYMENT:** Permanent, Part Time (20-25 hours per week). This is a contractual position paid monthly. Contractual fee will range between \$1,300 to \$1,500 per month, depending on experience.

**QUALIFICATIONS:** An Associate Degree is required but a Bachelor's Degree is preferred from an accredited institution of higher education. Related teaching and/or background experience in agriculture 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; an automobile and valid operators license or access to transportation that adequately fulfills the job responsibilities is a necessity.

#### RESPONSIBILITIES

The coordinator shall:

- Review the current agriculture literacy program and enhance those programs in which the Advisory Council deems as a priority emphasizing specific grades but not limiting the program.
- Provide agriculture-based workshops for teachers. Examples include field trips to farms/agribusinesses, teacher in-services, and/or workshops in cooperation with the Whiteside Regional Office of Education.
- Provide materials and/or presentations to classrooms within the county that promote agriculture.
- Be responsible for developing and implementing new county agricultural education programs.
- Promote the education programs of the organizations represented on the Advisory Council.
- Promote agricultural education through social media outlets and articles for newspapers and newsletters.
- Complete all necessary reports (i.e., travel, expense, activity, etc.) as requested by the Advisory Council.



- Attend meetings of the Whiteside Agriculture Literacy Council.
- Attend district and state coordinator meetings, and professional development workshops.
- Participate in programs promoting agricultural literacy and the Agriculture in the Classroom program to the general public. Such programs could include, but are not limited to, the Farm Camp, Whiteside County Fair and Summer Ag Institute
- Consult with the Whiteside County Farm Bureau Executive Director on expenditures of \$100 or more.
- Maintain and restock educational materials, including supplies in the educational kits, as needed.
- Provide program updates to contributors keeping them informed of the activities of the program.
- Develop and maintain a database of community groups and organizations interested in and supportive of the program.
- Develop and maintain a database of educational resources.
- Comply with the Drug-Free Workplace Act and Affirmative Action/Equal Opportunity policies and guidelines in completing his/her job responsibilities.

### **Evaluation**

- A multi-organizational advisory council will meet quarterly to assist the coordinator in focusing on activities and determining programming needs.
- The coordinator, with assistance from the Whiteside County Farm Bureau Executive Director, shall complete Illinois Agriculture in the Classroom's County Agricultural Literacy Coalition Annual Report & Continuation Grant Proposal.
- The coordinator shall deliver monthly reports to the Whiteside County Farm Bureau Executive Director. The reports shall summarize the following:
  - 1) projects/programs initiated and completed
  - 2) resource materials distributed to administrators, teachers and students
  - 3) number of administrators, teachers and students reached
  - 4) explanation of planned future activities
- Evaluations shall be conducted at the conclusion of all workshops, in-services, and classroom presentations.