



McLean County Fair Ag Literacy Coordinator



General Description:

Coordinate efforts for the presentation of modern agriculture to elementary and middle school teachers and students throughout the county.

Reports to:

McLean County Fair Manager

Work Directly with:

McLean County Fair Education Committee and McLean County Farm Bureau Assistant Manager

Primary Working Calendar:

August – November, and February – June

Job Classification and Benefits:

This is a part-time job with limited benefits (access to 401k, but no health insurance)

Specific Responsibilities:

1. Develop, maintain, update and distribute ag education materials and activities to teachers in public, private and parochial schools.
2. Provide professional development and training throughout the year for educators showing them how agriculture can be used as a medium for teaching science, math, and other core learning standards. This may include a Summer Ag Institute class when applicable.
3. Develop rapport with teachers and communicate through electronic and personal contacts.
4. Communicate regularly with Fair and Farm Bureau staff regarding curriculum supplies, educational materials, equipment maintenance, and in school programming.
5. Coordinate programming when applicable with the STEAM Coordinator at the McLean County Extension office and other community partners.
6. Participate in and promote activities within the county to educate society about the agriculture industry.
7. Use media outlets and social media to provide agricultural information to educators and the public.
8. Coordinate volunteers to assist with teaching activities at schools.
9. Submit monthly activity reports to McLean County Fair Board. Submit monthly online report to Illinois Ag In The Classroom (IAITC).
10. Oversee the management of the annual Illinois Ag In the Classroom grant. Including a report of the year's results, budget, and educational goals to renew the application.
11. Provide progress reports at McLean County Fair Ag Education Committee meetings.
12. Assist in creating an annual budget for supplies and activities.
13. Assist in fundraising activities with the Ag Education committee.
14. Attend local and state meetings related to Ag in the Classroom.

Work from home options are available.

Qualifications and Requirements:

- Bachelor's degree required
- Agriculture experience or basic agriculture knowledge required
- Teacher or communication major preferred
- Strong interpersonal skills including the ability to professionally manage relationships
- Proven ability to work independently as well as in a team environment
- Self-motivated
- Excellent verbal and written communication skills
- Proficient with basic computer skills and software
- Occasional weekend and evening activities
- Travel is involved. Must have and maintain a valid driver's license, insurance and have a satisfactory driving record
- May be required to pass a criminal background check

Applicants are to submit a resume and cover letter no later than October 8, 2021 to:

Michael Swartz
Manager
McLean County Fair
2242 Westgate Drive
Bloomington, IL 61705
swartz@mcleancountyfair.org