

POSITION DESCRIPTION

Extension Coordinator- WSU Master Gardener Program Position # 111996 - AP-Administrative Professional

TITLE

WSU Master Gardener Extension Coordinator for Washington State University Clark County Extension. Program focus: Train and supervise volunteers in implementing research-based horticultural community education projects that ensure environmental sustainability for the citizens of Clark County.

LOCATION

The person in this position will be based at the WSU Clark County Extension office at 1919 NE 78th Street in Vancouver Washington.

GENERAL RESPONSIBILITIES

This position reports to Charles Brun, Horticulture Agent. The County Director serves as overall Project Coordinator. This position will be responsible for managing an effective program that trains and volunteers from the general public in the various subject matters related to home and community gardens. Topics include, but are not limited to: soil science, integrated pest management, weeds, lawn care, vegetables, small fruits, tree fruits, water quality, plant problem diagnosis, xeriscaping, the use of native plants and public speaking.

This is a part-time (.75 FTE) position, located in Clark County.

REQUIRED QUALIFICATIONS

A Bachelor's degree in a relevant extension program discipline and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Proficiency in the use of personal computers and software including word processing, spreadsheets, databases and/or presentations.

The successful candidate will be required to work flexible hours that include some evenings and weekends as needed.

There is an expectation of travel year-round and reliable transportation (mileage reimbursed) is required. While using a private vehicle for official business, the successful candidate must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and will possess a valid driver's license.

PREFERRED QUALIFICATIONS

Field experience working with lawns, gardens, and landscape designs. Ability and knowledge to identify plants, insects, plant pathogens, weeds and abiotic disorders.

General computer skills and proficiency in MS Word, Excel, Outlook, and/or PowerPoint.

Familiarity with desktop publishing.

Experience making presentations and facilitating group discussion.

Master's degree in the fields listed under Required Qualifications above.

PRIMARY RESPONSIBILITIES

Volunteer Recruitment, Training, Management

- Coordinate outreach activities and Supervise 250 plus active WSU Certified Master Gardener volunteers.
- Conduct screening interviews prior to training to ensure that applicant expectations match training goals of educational outreach. Assist and guide volunteers in the selection and formulation of volunteer projects, both during and after training.
- Conduct post training interviews with trained volunteers to finalize projects for meeting volunteer payback hours. All volunteers must be screened through the WA State Patrol system.
- Organize and facilitate the 12-week WSU Master Gardener Volunteer Training involving classroom, on-line, and field instruction. Emphasis is placed on gardening activities that: protect the environment from excess water, fertilizer and pesticide run-off from yards; reduce the use of insecticides and fungicides; promote the use of native and non-invasive landscape material; and help promote the use of drought tolerant landscapes.
- Conduct evaluations of each speaker and topics; conduct overall evaluation of the training through volunteer's feedback.
- Track volunteer trainee attendance to ensure that trainees attend a minimum number of sessions necessary to "graduate".
- Extensively promote and advertise the MG training session(s) each year, including, but not limited to: presentations, email lists, newspapers, flyers, fairs, neighborhood associations, newsletters, agency and private organizations and existing volunteers.
- Serve as a clearinghouse for volunteer projects by organizations and agencies.
- Organize occasional advanced training workshops for current volunteers.
- Oversee Plant Clinic at Extension Office to ensure daily staffing and serve as a resource for questions coming into the Extension office clinic.
- Work with agencies and organizations to match volunteers with suitable projects. A priority will be given to direct education and projects within Clark County.
- Organize and supervise volunteers to maintain demonstration gardens at Pacific Park.
- Coordinate and supervise all Master Gardener approved community outreach projects.
- Track both volunteer hours and contacts on a monthly basis using the WSU Volunteer Database.

Public Education & Outreach

- Provide at least four public education workshops each year focusing on pesticide-free gardening in conjunction with the Natural Gardening Program.
- Ensure that MG volunteers provide educational information within the sphere of their training and on research-based information.
- Ensure that both the Coordinator and volunteers retain a focus on education and not advocacy when representing WSU.

- Plan, organize and supervise annual Earth-Friendly Garden Tour focusing on gardens that showcase environmental sustainability.
- Carry out other projects and activities developed within the annual scope of work.
- Write informational and promotional materials as needed.

Administration & Reporting)

- Provide basic assistance to volunteers seeking grants to fund more complex projects.
- Supervise part-time paid assistants during the course of WSU Master Gardener Training and during the annual Clark County Fair.
- Maintain an advisory group or board to help provide program direction.
- Work with the Horticulture Agent to develop the program's annual scope of work.
- Write progress and evaluation reports as directed/needed.
- Create content and serve as a gardening information clearinghouse for Extension, and CommunityGrown.org websites
- Create annual program budget, track and handle all program income and submit monthly financial reports for the Master Gardener Program
- Set up on-line registration website for each Master Gardener public education activity that requires registration.

Building & Enhancing Relationships

- Keep the Horticulture Agent and County Director informed of program progress and issues as they arise.
- Work closely with the Master Gardener Foundation of Clark County to develop and support activities and fund raising activities supporting the WSU Master Gardener Program. The Coordinator will attend the monthly Master Gardener Foundation meeting as an ex-officio member.
- Consult and cooperate with the County Director and other Extension staff, Master Gardener Foundation of Clark County, Clark County Environmental Services, County Health Department and other agencies within Clark County and the state of Washington.
- Maintain and expand collaborations with appropriate groups (e.g. county and state agencies, non-governmental organizations, community leaders, and WSU Vancouver).
- Work with under- served audiences to the extent possible.

WORKING CONDITIONS/PHYSICAL WORK ENVIRONMENT

Office environment with occasional light lifting, considerable stationary periods sitting, keyboarding, and telephone usage. Moderate amounts of travel county wide with occasional regional travel for training and meetings. Some outdoor work to develop program and for training field trips required, may occur in inclement weather.

JOB EXPECTATIONS

1. Understand and carry out the principles and specific requirements of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Affirmative Action Plan, and all pertinent rules and regulations.
2. The successful candidate will be required to work flexible hours that include some evenings and weekends as needed.

SALARY

This position is for 30 hours per week (.75 FTE) with a salary of \$26,387 per year.

Depending upon funding this position may increase to Full Time in 2013.

How to Apply

As part of the recruitment process, you will be required to submit a **resume** and **cover letter** addressing your qualifications as they relate to this position.

You must apply for this position online.

- 1) Go to https://www.wsujobs.com/applicants/jsp/shared/Welcome_css.jsp and click on Search Positions.
- 2) Under Position Title, choose Extension Coordinator from the drop down menu. Click Search.
- 3) Click View on the Extension Coordinator, Master Gardeners in Clark County.
- 4) When the position displays, click on Apply for This Posting.
- 5) Click on New Applicant and follow instructions. If you have applied on this site before, provide your login information and follow instructions.

The screening of applicants begins February 12, 2012. This position is open until filled.

EEO/AA STATEMENT

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU is committed to excellence through diversity and faculty-friendly policy action, including partner accommodation and NSF ADVANCE Institutional Transformation programs (<http://www.advance.wsu.edu/>).

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.