



# Employment Opportunity

Kittitas County, Washington

**POSTED: 1/4/2019**

**CLOSES: 2/18/2019**

## MASTER GARDENER COORDINATOR

The current vacancy in the WSU Extension Office is a casual, non-benefited, non-union, non-exempt position expected to begin as soon as possible. The Master Gardener Coordinator is responsible for volunteer training and management for the County's Master Gardener ("MG") Program. Anyone who meets the qualifications stated below may apply. This position will close on 2/18/2019.

**SALARY RANGE:** \$15.00 per hour.

### ESSENTIAL FUNCTIONS

#### Orientation and On-Going Training

- Watch the *Program Coordinator Training* modules, located on the state MG website.
- Be familiar with, and have ready access to, the MG website and a copy of the *WSU MG Program Handbook* and be familiar with County policy as it relates to Master Gardener programming.
- Attend meetings and webinars for the WSU Extension MG Program Coordinators and, if possible, attend the Annual Master Gardener Advanced Education Conference.

#### Recruitment

- Promote the MG volunteer program and recruit volunteers using the application materials on the state MG website.
- Select volunteers using a recruitment method agreed upon by the WSU Extension Director.
- Complete background checks with the assistance of 4-H staff or faculty, then send letters of acceptance or regret.
- Maintain volunteer files with application, background check, and Pest Management Recommendation Form.
- Plan for orientation sessions for accepted or potential volunteers.

#### Training of Volunteers

- Work with State MG Program Leader and WSU Extension faculty to coordinate the WSU MG online training and the face to face classes in the County.
- Coordinate mentoring program for new trainees.
- Monitor MG trainees' progress with the online modules, quizzes, and final exam.
- Facilitate ongoing Continuing Education (CE) for Master Gardeners.

#### Outreach

- Determine educational needs in local communities and plan educational programs with Master Gardeners to meet those needs.

Kittitas County is an Equal Opportunity Employer

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## **Volunteer Management and Communications**

- Add new interns to the WSU Volunteer Hours database and monitor all volunteers' hours to assure minimums are being met for certification and recertification requirements, including the collection of reapplications every year from each volunteer.
- Coordinate recognition of volunteers. Keep track of the number of years volunteers have been in the program and order the five (5) year increment pins from State office to recognize their service.
- Maintain up-to-date membership roster.
- Schedule, organize, and evaluate educational activities performed by Master Gardener Volunteers and keep records for end of year reports.
- Coordinate the operation of the WSU Extension Master Gardener Diagnostic Clinics in the County.
- Coordinate and manage the production of internal communication channels for WSU County Extension MG volunteers.
- Serve as liaison between the County MG Foundation and the WSU County Extension Master Gardener Program; collaborate with, and provide guidance to, the Foundation's fundraising efforts.

## **OTHER FUNCTIONS**

- Maintains effective working relationships with other personnel, Extension groups, public agencies and the general public.
- Participate at quarterly Extension Advisory Council meetings.
- Report yearly program impacts into the WSU reporting system.
- Submit program impacts for yearly county Extension Update.
- Participate in scheduled staff meetings.

*This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.*

## **MINIMUM QUALIFICATIONS**

- Two (2) years of higher education in horticulture, landscape architecture, communications, natural resources, or closely related field. Equivalent work experience may substitute for higher education requirement.
- Must have experience teaching and/or supervising adults and/or youth.
- Current Washington State driver's license.
- Must be able to pass the required State MG background check prior to beginning work.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to pass any required certifications and/or maintain required continuing education.
- Must be proficient with computer use, including Microsoft Office Suite, and be able to learn new programs/applications quickly.
- Must have excellent communication, interpersonal, and organizational skills.
- Must possess initiative and desire to ensure program success.
- Must be able to work under pressure and deadlines, and demonstrate positive leadership.

## **PREFERRED QUALIFICATIONS**

- Previous experience as a Master Gardener or Program Coordinator.

## **WORKING CONDITIONS**

Most work is conducted indoors with occasional outdoor work. Must maintain positive interactions with employees, volunteers, and the public; there are periods of increased activity and little to no activity. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to clearly communicate via telephone and in person. Must be able to coordinate and present at educational seminars as well as provide one-on-one training/education. Safety policies and procedures must be adhered to at all times. Must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Periodic travel to training sites and community events will be required, as well as to attend meetings. Personal Protective Equipment (PPE), such as glove and eye protection, must be worn when required.

Work is typically scheduled within regular business hours, with some weekend and evening work as needed. Regular attendance and punctuality are required.

Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

## **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References
5. Supplemental Exam Answers

## **SUPPLEMENTAL EXAM QUESTIONS**

1. Describe your experience and training that uniquely qualifies you for the position of Master Gardener Coordinator.
2. Describe your knowledge and experience with the Washington State University Extension Master Gardener Program.
3. A large part of this position is working with volunteers. Please describe your experience with managing volunteers.