



JEFFERSON COUNTY
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Jefferson County Extension
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Golden, Colorado 80401-6588
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POSITION ANNOUNCEMENT

Colorado Master Gardener Coordinator, Jefferson County

Part Time

PURPOSE OF POSITION: Colorado State University Extension and Jefferson County are seeking a part time (20 hours per week, minimum of 4 days/wk) Master Gardener Coordinator with the experience and skills to assist with managing the County's Colorado Master Gardener program. The person will have knowledge of volunteer management and a proven track record in working well with people, coordinating volunteers and/or managing volunteer programs, horticulture and related subject matter, event management, database management and organizational skills. The individual will work well in a team environment using strong verbal and written communication skills to develop relationships with staff, customers and partners, and the ability to address common volunteer issues.

SPECIFIC JOB DUTIES: The individual in this position works as a member of the local county Extension team and as a local representative of Colorado State University. This individual works under the guidance and supervision of the Program Coordinator, Horticulture and Master Gardener.

RESPONSIBILITIES AND RELATIONSHIPS:

Volunteer Recruitment, Development and Management:

- Coordinate recruiting, interviewing, and selection of volunteers for the Colorado Master Gardener Program.
- Maintain the Jefferson County CMG volunteer database – volunteers, volunteer opportunities, postings.
- Assist with the overall management of the county's Colorado Master Gardener program.
- Develop and deliver orientation and training of Colorado Master Gardeners.

Program Planning, Development, Delivery, Evaluation and Reporting:

- Provide content management for the horticulture webpage(s) on the county website.
- Respond to horticulture questions from volunteers and community members.
- Organize the planning, promotion, delivery and data collection of public education classes.
- Collect data from Colorado Master Gardener volunteers on program delivery, service hours and research results.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.
- Other duties as assigned.

SALARY: This is an hourly, non-benefitted position - \$15 per hour.

EDUCATION & EXPERIENCE REQUIRED:

- Completed bachelor's degree plus at least two years' prior experience managing volunteers and/or a volunteer program.
- Background/professional experience in horticulture or a degree in horticulture or closely related field.
- Organizational skills as evidenced by experience coordinating multiple projects, determining high priority activities and completing complex tasks.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated ability working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations.
- Evidence of drive and initiative. Must be a self-starter.
- Competent in Microsoft Office.
- Demonstrated use of technology including experience with database management and website content management.
- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.
- Must successfully complete a background check.

EDUCATION & EXPERIENCE PREFERRED:

- Ability to speak Spanish.
- Teaching or training experience.
- Training as a Colorado Master Gardener.

To apply

Applications will be accepted **until position is filled.**

Mail/e-mail cover letter and resume to:

Jacki Paone, County Director
CSU Extension, Jefferson County
15200 W. 6th Ave
Golden, CO 80401
jpaone@jeffco.us