

## **POSITION ANNOUNCEMENT**

### **UNIVERSITY OF MARYLAND EXTENSION – CALVERT COUNTY College of Agriculture and Natural Resources**

**Title:** Extension Program Assistant

**Functional Title:** Master Gardener Coordinator

**Category Status:** Contractual, Nonexempt, Half-Time

**Applicant Search Category:** Non-Exempt, Contingent I

**College/Division:** AGNR – College of Agriculture and Natural Resources

**Location:** University of Maryland Extension – Prince Frederick, MD

**Unit:** AGNR-UME – Calvert County

Under the general supervision of the Area Extension Director for Southern Maryland, the Master Gardener Coordinator performs a variety of duties to support educational activities related to gardening and horticulture, including field days, fairs, meetings, field tours, workshops and seminars. Primary responsibilities are to provide support for operations of the Calvert County Master Gardener Program. Incumbent may function in a “lead” role with regard to ongoing work, special projects or team-oriented assignments, and in carrying out education, outreach and program marketing plans.

#### **Duties pertaining to the Master Gardener Coordinator position include:**

- Coordinate, organize and conduct programs for and with the Calvert County Master Gardener Program, including volunteer coordination.
- Organize both basic and advanced training programs for the Master Gardener Program.
- Assist in recruitment, training and support of volunteers; prepare and maintain volunteer and member enrollment and re-enrollment files.
- Provide support in responding to requests for information, including help in writing newsletters, press releases, brochures and distribution of written material as needed.
- Participate as a team member with other faculty and staff to assist with educational programs that meet the needs of agricultural producers in Calvert County.
- Present topics and lead discussion at meetings, workshops and other program activities as needed.
- Perform general office tasks such as monitoring and ordering standard program supplies; collating and assembling documents; photocopying correspondence and reports; attend meetings and take and distribute minutes, and perform additional duties as required.
- Participate in professional development opportunities to keep abreast of current research, new educational methods, as well as UME’s administrative procedures, etc.

#### **Minimum Education and Experience Qualifications:**

Graduation from high school or equivalent GED. Five years of progressively responsible related work experience. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

**Office Machines & Technology** – Candidate should be proficient in creating documents using standard software such as Word, managing email communication, and in using the Internet.

Operates some or all of the following office machines/equipment:

- PC computer
- Application software: MS Office, MS Publisher, Excel, Word, and PowerPoint; Database, Gmail, etc.
- Photocopier and fax machine
- Conferencing software and audio visual equipment

**Required Knowledge/Skills/Abilities:**

Ability to work with volunteers in a coordinating, oversight or managerial role. Working knowledge in horticulture and other general agricultural practices. Ability to communicate effectively, both orally and in writing. Skills in establishing and maintaining successful working relationships. Use judgment and initiative in selecting priorities, developing effective work methods and tools and determining proper course of action to produce a desired result. Ability to work independently with limited guidance and instruction.

**Conditions of Employment:**

Personal transportation and valid driver's license required. Employee will be required to use their personal automobile while conducting official business. Some evening and weekend hours required. Occasionally, regional or state travel is required for training and programming. Employment will be contingent upon passing a criminal background check.

Work involves walking, talking, hearing, using hands to handle feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and /or carry up to 40 pounds. Carts are available for transporting materials. Environmental conditions vary, primarily in office, but also exposed to gardens, farms and other outdoor conditions.

**Salary:** Will be commensurate with experience, with a base salary of \$16.34/hr for this half-time position. The position is a non-exempt, 6-month half-time contract that may be renewed annually, depending on available funding and employee performance. The position does not qualify for any benefits.

**Applications:**

All interested persons should send a resume and cover letter to:

University of Maryland Extension - Calvert County  
P. O. Box 486  
Prince Frederick, MD 20678  
(Please, no calls, no emails)

Closing Date: For best consideration, applications will be accepted through Monday, September 24, 2018 or until a suitable candidate has been identified. Finalist may be asked to submit the names of references.

***The University of Maryland, College Park actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Minorities and Women Are Encouraged To Apply***