

Job Vacancy #14-09:

Extension Program Associate

(Horticulture and Master Gardener Program Leadership) Half-Time (50%)

Weld County, Greeley, CO

Weld County is located in North Central Colorado, thirty minutes from Colorado State University in Fort Collins. It is a county that transitions from its more rural and agricultural eastern plains to the more urban-metro areas of the Front Range. Greeley, the county seat, has a population of 91,492; total county population is approximately 250,000. Greeley is home to the University of Northern Colorado and Aims Community College. Weld ranks among the top ten agricultural counties in the nation in the value of agricultural products sold and number one in Colorado. It is Colorado's leading producer of cattle, grain and sugar beets. Food manufacturing and processing, light manufacturing and other aspects of a regional trade center are also major contributors to the local economy. Ninety five percent of the county population is White; Blacks, Native Americans, Asians and multiracial individuals are each represented in the population at about one percent. 27% of the population indicates they are of Hispanic or Latino origins.

The current Colorado Master Gardener (CMG) Program in Weld County has 30 active members and will be recruiting a new class of volunteers to begin training in January of 2010. The staff consists of an Extension Director (currently vacant), two 4-H agents, one Food Assistance Nutrition Education agent, three Expanded Food and nutrition Education Program educators, one 4-H/fair coordinator, and three support staff. An interim coordinator is currently providing leadership for the CMG program.

To learn more, visit the Weld County Extension website at <http://www.co.weld.co.us/>, Weld County Extension at <http://www.co.weld.co.us/departments/extension/> and Colorado State University Extension at: <http://www.ext.colostate.edu>.

APPLICATION PROCESS AND DEADLINE: All materials must be **RECEIVED** no later than December 2, 2009 for full consideration. Please submit the following via e-mail to apply:

- Cover letter
- Statement (no more than 5 pages) that addresses how you meet all the "Required" and "Desired" criteria listed in the Vacancy Announcement
- Resume
- Transcripts of college(s) course work **showing degrees conferred**
- Name, address, telephone, e-mail address, and your relationship to at least four (4) references (Note: Applicant will be notified **PRIOR** to references being contacted.)

E-mail all materials to cepersonnel@ext.colostate.edu. If you are unable to e-mail your materials, please call 970-491-1617 for alternate delivery methods.

For questions regarding the application process, contact 970-491-1617 or cepersonnel@ext.colostate.edu. For questions regarding the job vacancy and responsibilities, please contact JoAnn Powell, 970-491-7887 or joann.powell@colostate.edu.

PURPOSE OF POSITION: Under the direction of the Extension Director for Weld County, this position will support and coordinate aspects of the Colorado Master Gardener Program in Weld County, as well as coordinate and deliver horticulture programming for the public. Primary duties are providing management and leadership for the Colorado Master Gardener (CMG) volunteer program in Weld County to include: volunteer recruitment, training, and coordination, volunteer tracking, support for Master Gardener activities that engage the public (hot line, news releases, farmers markets, community and educational gardens, County Fair, home visits...), ongoing recognition, documentation of program accomplishments and program reporting. This individual will also use a variety of dissemination methods to share research based yard and garden information and its application with the public.

RESPONSIBILITIES AND RELATIONSHIPS: 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 Weld County Extension Director. The successful candidate will:

- Maintain, strengthen and grow the Weld County CMG program through coordinating the following activities - recruiting, interviewing, selecting, training, deploying and recognizing CMG volunteers; coordinate CMG volunteer project managers, monitor and redirect project implementation as needed, coordinate and direct the Weld County CMG Advisory Council.
- Deliver research based educational programming and information to the public using a variety of educational venues including but not limited to: workshops, newsletters, blogs, website, news releases, radio programs, speakers bureau and volunteers.
- Help the public gain answers to horticultural and related questions through CMG volunteers; instill quality customer service skills and diagnostic protocols in volunteers.
- Maintain effective communication and develop strong partnerships with staff in adjacent counties providing support to the Weld County Master Gardener Program, appropriate Weld county staff, and Colorado State University specialists in horticulture and related programs.
- Provide guidance and support for volunteer projects in the community.
- Coordinate and schedule CMG volunteers for speaker's bureau.
- Promote horticulture and CMG programs and activities in the community.

RESPONSIBILITIES AND RELATIONSHIPS (Cont.):

- Educate volunteers to use electronic scheduling and tracking program, maintain email contact lists and databases; create summary reports.
- Maintain horticulture reference book library, files, and program demonstration materials.
- Attend state CMG policy development meetings. Follow state CMG program guidelines.
- Completion of the CMG training required of volunteers is required in the first year of hire.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and other under-represented audiences.
- Other duties as assigned.

SALARY: Starting salary will be commensurate with experience and training, not to exceed \$22,450 for this half time position.

EDUCATION AND EXPERIENCE REQUIRED:

- A bachelor's degree in horticulture, botany, plant pathology, or closely related field of study. Degree must be conferred prior to the start date. It is important that the educational background includes the behavioral sciences as well.
- Demonstrated skill working with people as individuals and in groups: facilitating communication, resolving interpersonal conflicts, building cohesive teams, addressing problems, and prioritizing multiple demands in terms of time and resources.
- Prior experience, training or capacity to supervise volunteers and manage a volunteer program.
- Demonstrated leadership ability.
- Capacity to supervise volunteers as demonstrated through work experience or education.
- Ability to communicate (oral, listening, written and public speaking/presentation skills).
- Strong organizational skills: ability to multitask; develop, track and implement projects and meet timelines.
- Evidence of drive and initiative.
- Understanding of different ethnic and socioeconomic audiences, commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Flexibility in scheduling – some night and weekend work is required, (able to be scheduled in advance).

EDUCATION AND EXPERIENCE DESIRED:

- One year of experience working in the field of horticulture. Experience may be in retail, i.e., working at a garden center, nursery or greenhouse or experience at a botanic gardens or other governmental entity.
- Knowledge and experience working with the Master Gardener program in Colorado or another state.
- Successful experience in developing financial support for educational programs including, fund raising or cost recovery efforts.
- Ability to speak Spanish.

BENEFITS: Based on full-time employment. Twenty-four working days vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available.

Available personal transportation required, travel allowance provided. Colorado State University will not provide a moving allowance for this half time position.

Colorado State University is an equal opportunity/affirmative action institution and complies with all federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity and Diversity is located in 101 Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

Colorado State University Extension operates in compliance with the same laws and executive orders as the University as administered by the U.S. Department of Agriculture relations. As a part of the USDA regulations, the Extension Equal Employment Opportunity representative may be contacted at 1311 South College Avenue, Room 102, Colorado State University.

Under the Colorado Open Records Law in order for application materials to be treated as confidential a specific written request that all materials submitted be held in confidence must accompany your application. Such confidentiality cannot be extended to those identified as "finalists" i.e. selected for interview by the Search Committee.

BACKGROUND CHECK: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Application process and additional information may be obtained at our Web site: www.ext.colostate.edu (click on Employment) or by contacting:

Judith A. Barth, Ph.D., Assistant Director, Operations
Colorado State University Extension
4040 Campus Delivery
Fort Collins CO 80523-4040
cepersonnel@ext.colostate.edu 970-491-1617

Vacancy #14-09 Deadline: 12/02/09