

**Job Vacancy #15-09:  
Extension Agent, Horticulture  
Douglas County, Castle Rock, CO**

**Douglas County** has been nationally recognized as a great place to live, work and raise a family. Recent accolades include: The City of Parker was #26 in Money Magazine's "Best Places to Live" in 2007 and fourth on Forbes List of "America's 25 Best Places to Move" in 2009; the City of Castle Rock was named one of the "10 Best Towns for Families" by Family Circle Magazine in 2007 and Hennen's cited the Douglas County Libraries as the "#1 Library in the USA" for its population. Douglas County's great location just south of the Denver Metro area and close proximity to both mountains and plains provides a vast array of recreational and cultural opportunities. Excellent schools and wonderful weather also contribute to the areas great quality of life. The County also has a strong sense of its agricultural heritage, with many residents living on ranchettes, practicing agriculture at both large and small scales.

The population of Douglas County is the eighth largest in Colorado having grown by more than fifty percent since 2000, with 280,621 people now calling the county home. It is also a community of growing diversity. Thirty percent of the population is aged 18 years or younger. Douglas County has 121 trained Master Gardeners who engage in over 20 community projects ranging from community gardens, to seedling tree distribution to noxious weed education. Over 800 youth participated in the Junior Master Gardener program through their schools. In addition to the Horticulture position, the Douglas County Extension staff consists of seven people: two Extension Agents who support 4-H club programs and 4-H outreach, an agriculture/natural resources agent and four support staff. To learn more, visit the Douglas County website at <http://www.douglas.co.us>; Douglas County Extension at <http://www.douglascountyextension.org>, or 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](mailto: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](mailto:cepersonnel@ext.colostate.edu). For questions regarding the job vacancy and responsibilities, please contact JoAnn Powell, 970-491-7887 or [joann.powell@colostate.edu](mailto:joann.powell@colostate.edu).

**PURPOSE OF POSITION:** The primary purpose of this position is to provide research based information and objective, non-credit horticulture education for youth and adult audiences and for-profit and non-profit enterprises in Douglas County. This person will provide leadership for the Colorado Master Gardener (CMG) program and support for the Junior Master Gardener program and the Plum Creek Farmers Market all in Douglas County. The individual is expected to work with CSU Extension Specialists and Agents, industry partners, homeowners, neighborhood associations, university faculty and researchers, Extension and County administrators, and the community to develop, deliver and evaluate quality programming that addresses local horticulture needs. The person must be willing to work with diverse clientele and colleagues and willing to use a variety of teaching methods.

**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 Douglas County Extension Director. There is potential for a joint appointment in an appropriate department at Colorado State University upon review and approval of the department's faculty. The successful candidate will:

- Provide leadership for an active, ongoing, Master Gardener volunteer program including volunteer recruitment, selection, orientation, education and training, evaluation, and recognition. Prepare Master Gardeners to take on leadership, management, and public education/information delivery roles. Develop effective communications strategies to engage CMGs in the program and marketing strategies to inform the community of their activities (electronic newsletters, blogs, news columns, TV...). As part of a team of Extension horticulture agents, provide both basic and advanced horticulture training in area(s) of expertise to Master Gardener candidates locally and statewide.
- Develop, market, deliver, and evaluate non-credit educational programming and information delivery in response to locally identified priority needs in commercial and home horticulture and sustainable landscape practices.
- Provide input and support for school enrichment and outreach programs for youth in areas of expertise;
- Evaluate the potential for new horticulture volunteer programs in Douglas County, such as Native Plant Masters. Implement new programs as appropriate.
- Actively participate in and coordinate program and expertise sharing through the Colorado Master Gardener Leadership committee and the CSU Extension Horticulture Advisory Council.
- Actively participate in one or more Extension work teams to provide horticulture expertise for program and information development, delivery and evaluation efforts statewide.

**RESPONSIBILITIES AND RELATIONSHIPS (Cont.):**

- Effectively communicate and coordinate resources, research and programming with personnel/staff of Colorado State University and other agencies and institutions to enhance program development, delivery and evaluation.
- Work with advisory committee, related agencies, green industry and other horticulture related entities to continually assess conditions, needs, desired outcomes and strategies to achieve goals; provide input to Core Competency Area work team(s) to focus regional and statewide efforts.
- Seek out and manage external funding sources to support programming efforts; practice cost recovery.
- Participate in professional development opportunities as appropriate or required by the position.
- Assist staff with the coordination and support of local Farmers Market(s).
- Comply with civil rights and affirmative action policies including outreach to underserved and under-represented audiences.
- Provide leadership and assistance with other activities as assigned.

**SALARY:** Salary will be commensurate with education and experience, not to exceed \$54,900.

**EDUCATION & EXPERIENCE:**

**REQUIRED**

- Master's degree, must be completed before beginning employment; degree must have been conferred in horticulture or a closely related field. Academic background should also include training in communications and the behavioral sciences.
- Demonstrated skill working with people as individuals and in groups.
- Evidence of drive and initiative.
- Ability to communicate (oral, written, listening and presentation skills).
- Demonstrated leadership ability.
- Computer literacy as demonstrated by evidence of computer use in educational programming.
- Ability to work effectively in a team oriented programming environment.
- Understanding of different ethnic and socioeconomic audiences, a commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Demonstrated ability to resolve conflicts, facilitate group interactions and public issues education.

**DESIRABLE**

- Demonstrated experience in management of a volunteer program.
- Experience working with the media and web-based information delivery systems.
- Experience in identifying audience needs, developing programs and evaluating impacts of programs.
- Experience working with advisory and/or focus groups.
- Successful experience in developing financial support for educational programs including grant writing, fund raising, contracting, or cost recovery efforts.
- Spanish-speaking ability.

**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 provides an allowance for moving new employees.

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](http://www.ext.colostate.edu) (click on Employment) or by contacting:

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