



# COLORADO STATE UNIVERSITY EXTENSION

## **Job Vacancy #28-19** **Extension Program Associate** **Horticulture and Extension Programs** **Douglas County, Castle Rock, CO**

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review Colorado State University's Principles of Community (<http://diversity.colostate.edu/principles-of-community>) that guide our mission and vision of access, teaching, service and engagement.

Colorado State University Extension in partnership with Douglas County provides locally valued educational, youth development and volunteer opportunities for residents in horticulture, small acreage, Master Gardener, and 4-H youth development. Douglas County Extension also uses their connections throughout the university and Extension system to link residents with information and educational opportunities in these and additional program areas such as natural resources, agriculture, family and consumer science, community engagement, food systems, and energy.

The Colorado Master Gardener program in Douglas County currently has 98 active volunteer members and is currently training a new class of volunteers to begin volunteer work in the spring of 2019. The staff consists of an Extension Director, a horticulture and small acreage Agent, two 4-H Agents, a 4-H Program Associate, two Administrative Assistants, and this position. This position will provide management for the county's Colorado Master Gardener program and coordination of additional Extension educational programs, events and projects.

For more information about Colorado State University Extension visit <http://extension.colostate.edu>. For more information about the Colorado Master Gardener program, visit [www.cmg.colostate.edu](http://www.cmg.colostate.edu). For more information about the Douglas County, access their web site at: [www.douglas.co.us](http://www.douglas.co.us).

**APPLICATION PROCESS AND DEADLINE:** For full consideration, all materials must be **RECEIVED no later than 11:59 PM Mountain Time on Thursday, September 12, 2019**. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcripts of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number prior to submission. Only one document upload is allowed, no larger than 9 megabytes. Please convert all transcript pages into one PDF File to upload.
- Please note, contact information for 4 professional references will be requested of applicants should you move forward in the interview process.
- Special Required Documentation:
  - Statement (no more than 5 pages) of how you meet all the "Required" and "Preferred" criteria listed in the Vacancy Announcement. Please respond to each bullet point separately. Only one document upload is allowed, no larger than 9 megabytes. Please convert your Statement pages into one PDF file.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email [oeo@colostate.edu](mailto:oeo@colostate.edu). For questions regarding the job vacancy, responsibilities, and salary, please contact Deryn Davidson at (303) 678-6386 or [deryn.davidson@colostate.edu](mailto:deryn.davidson@colostate.edu). Candidates moving forward in the process will be contacted within 15 working days after the deadline. Next steps and interview dates will be shared at that time.

**PURPOSE OF POSITION:** This position will primarily manage and coordinate all aspects of the Colorado Master Gardener program in Douglas County. Primary Master Gardener duties include: volunteer recruitment; training and coordination; volunteer tracking; support for CMG activities that engage the public; ongoing recognition; documentation of program accomplishments; and program reporting. This individual will also be responsible for partnering and working with and through a variety of county, community and Extension partners to support the coordination, promotion, delivery and evaluation of non-credit programming, projects, events and activities for Douglas County audiences. Potential content and project areas include but are not limited to: natural resources, urban agriculture and local foods, agricultural appreciation, family and consumer sciences, cottage foods, community engagement, food systems, leadership and energy. This position will contribute to and strengthen the overall Extension program offered, help build new audiences, work as a member of the local Extension team, Douglas County and as a local representative of Colorado State University. This individual will work regularly with other Extension agents across program and county lines, with program teams and the State CMG office. Assignments may be reallocated and/or shared in the future based on interest and expertise. Flexibility in scheduling; night, weekend, and overnight work (able to be scheduled in advance) is required. This individual works under the guidance and supervision of the Douglas County Extension Director.

### **ESSENTIAL JOB DUTIES:**

#### **Volunteer Recruitment, Development and Management: 60%**

- Maintain, strengthen and grow the Douglas County CMG program through coordinating the following activities: recruiting, interviewing, selecting, training, deploying and recognizing CMG volunteers; establish CMG project teams and coordinate CMG volunteer project managers, monitor and redirect project implementation as needed.
- Completion of the CMG training required of volunteers is required in the first year of hire.
- Manage CMG program budget.
- Help the public gain answers to horticultural and related questions through CMG volunteers; instill quality customer service skills and diagnostic protocols in volunteers.
- Participate in Colorado Master Gardener program leadership team and attend state CMG policy development meetings. Follow state CMG program guidelines.
- Coordinate and schedule CMG volunteers for speaker's bureau.
- 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.
- Provide guidance and support for CMG and other volunteer projects in the community.
- Provide continuing education opportunities for Extension volunteers.

Note: % of job assigned to this duty may be changed as the program develops.

**Program Planning, Development, Delivery, Evaluation and Reporting: 30%**

- Based on community needs, assist in developing, coordinating, promoting, delivery and evaluate of research-based educational programming and information for the public using a variety of educational venues including but not limited to: workshops, newsletters, blogs, website, news releases, radio programs, speaker's bureau and volunteers..
- Develop and promote culturally appropriate programming that is inclusive of youth and adult audiences that are diverse and/or underserved; assure compliance with civil rights and affirmative action policies.
- Provide leadership and support, as part of the Douglas County Extension team, in new community program efforts in content areas such as natural resources, urban agriculture, agricultural appreciation, family and consumer science, community engagement, food systems, and energy.
- With input and support from the Extension team, update and maintain all Extension program and CMG website and social media platforms with relevant program related content and information.
- Actively participate in, develop a plan to invest, and regularly report program activities and outcomes to the Environmental Horticulture Program Reporting Unit and other Extension program and reporting teams as appropriate to help focus, develop and implement local, area and regional program efforts.
- Participate in professional development opportunities as appropriate or required by the position.

Note: % of job assigned to this duty may be changed as the program develops.

**Initiate and Develop Relationships and Partnerships: 10%**

- Promote CMG, horticulture, and other education program opportunities and activities in the community.
- Develop strong working relationships and coordinate resources and programs with other Colorado State University and Extension staff, educational institutions, non-profits, businesses, and other Douglas County departments and stakeholders to enhance program development and delivery.
- Participate in focus groups, coalitions, advisory committees, and diverse community groups to set program direction.
- Recognize and act upon opportunities to build relationships and connect community and university resources to achieve desired program outcomes.
- Partner in opportunities to generate external funding sources (grants, contracts, gifts, sponsorships, user fees, etc.) to help support programming efforts.

Note: % of job assigned to this duty may be changed as the program develops.

**SALARY:** The salary range for this position is \$42,000 - \$50,500. Starting salary will be commensurate with education and experience.

**REQUIRED JOB QUALIFICATIONS:**

- Completed bachelor's degree.
- Degree must have been conferred in plant sciences (horticulture, botany, plant pathology, food systems, agriculture, or closely related field) or a field relevant to volunteer program management (non-profit management, community engagement, education, or closely related field).
- Prior experience, training, or capacity to supervise volunteers and manage a volunteer program.
- Prior experience managing and updating web sites and creating awareness and enhancing program participation through social media.
- 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.

**PREFERRED JOB QUALIFICATIONS:**

- Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other staff, volunteers, county partners, partner organizations, local government staff, or other professionals.
- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Demonstrated leadership ability; evidence of drive and initiative.
- Ability to communicate through teaching, public speaking/presentation, writing, and use of technology as demonstrated through application materials and experience.
- Strong organizational skills: ability to multi-task; develop, track and implement projects; and meet timelines.
- Professional experience, training, or demonstrated knowledge or interest in the field of horticulture; nursery or greenhouse, and landscaping.
- Knowledge and experience working with the Colorado Master Gardener program in Colorado or another state.
- Experience in audience needs identification, educational program delivery including technology and program evaluation.
- 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. A full description of benefits is available at: <http://www.hrs.colostate.edu/benefits/>.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

The Office of Equal Opportunity is located in 101 Student Services. The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407. The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

**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 <http://jobs.colostate.edu/postings/70237>