



Master Gardener/Stream Stewards Program Coordinator - Position Description

This is a full-time salaried position with benefits through Washington State University.

This position reports directly to the WSU Extension Director and Water Resources Faculty and is responsible for coordination of Clallam County's WSU Extension Master Gardener Program and Stream Stewards volunteer program.

Scope of Responsibility

The Program Coordinator is responsible for volunteer recruitment, selection, training, and coordination of Master Gardener and Stream Steward programs. The program coordinator will oversee record-keeping, evaluation, and membership recognition for both programs.

Typical Duties

1. Coordinate new volunteer recruitment efforts for both programs
2. Coordinate and manage the production of internal communication channels (newsletters, website, etc.) for WSU Clallam County Extension MG and Stream Steward volunteers;
3. Abide by the policies and guidelines of WSU Extension while supporting and promoting statewide and county Extension volunteer programs.
4. Provide guidance, set goals, document outcomes, and evaluate progress of programs;

Master Gardener Specific Program Duties

1. Coordinate the annual Master Gardener volunteer training program according to WSU Extension guidelines;
2. Schedule, organize, and evaluate educational activities performed by Master Gardener volunteers including Diagnostic Clinics, educational lecture series and workshops.
3. Serve as a liaison between the statewide WSU Extension Master Gardener program and the WSU Clallam County Master Gardener program, and between the Master Gardener Foundation of Clallam County and the WSU Extension Director;
4. Provide guidance to the local Master Gardener Foundation's fundraising efforts to support WSU Clallam County Extension Master Gardener Program.

Stream Steward Specific Program Duties

5. Coordinate the Stream Steward training according to WSU Extension guidelines.
6. Work with local organizations to facilitate the engagement of trained Stream Steward volunteers in their environmental protection, restoration or education projects.
7. Develop a communication mechanism to facilitate the engagement of schools, other youth organizations, and other groups in the environmental protection, restoration or education projects of local organizations.

8. Develop necessary grant reports reflecting the activities and deliverables produced relative to the WDFW Contract Agreement #18-10502

Qualifications

- Knowledge of: Basic horticulture, plant pathology and entomology; familiar with plant diseases and insects of the North Olympic Peninsula; familiar with soils, climate, and landscape materials of North Olympic Peninsula.
- Strong communication, public relations, and interpersonal skills.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to compose correspondence, reports, and/or other required written materials.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Displays courtesy, tact, and respect when dealing with others.
- Willingness to receive direction and follow through on assignments in a timely manner.
- Ability to operate independently with minimal supervision.
- Meet attendance standards necessary for successful job performance.

Special Requirements

This position requires the ability to travel and work a flexible schedule during the week including nights and weekends occasionally requiring overnight travel.

Must have, or be able to obtain, a valid unrestricted driver's license at time of hire.

Physical Demands and Environment

Work is generally performed indoors or at training sites and community events. Field trips related to the training activities will be required. Travel to local events required. Weekend and evening activities may be required. Use of own vehicle may occasionally be required.

How to Apply

Interested applicants should apply online at wsujobs.com (under Position Number 127909). Position is open until filled. We will begin screening applicants on January 22nd, 2019.

Call the WSU Clallam County Extension office with any questions 360-417-2279.

WSU CLALLAM COUNTY EXTENSION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.