



**UNIVERSITY OF CALIFORNIA  
COOPERATIVE EXTENSION  
Santa Clara County  
Division of Agriculture & Natural Resources  
Central Coast and South Region**



**POSITION VACANCY ANNOUNCEMENT**

**Job Title: PROGRAM REPRESENTATIVE II  
Master Gardener Program Coordinator  
(Job # 3537-08S)**

**Closing Date: October 10, 2008**

**Position open until filled**

**Hours: 75% Full Time Equivalent**

**Salary: \$34,668 / year @ Full-time plus excellent benefits**

**Location: Headquartered in UCCE Santa Clara County, California  
1553 Berger Drive, Bldg. 1, San Jose, CA. 95112**

***Main Purpose***

This is a 0.75 FTE career position, located at the UC Cooperative Extension office in Santa Clara County. The Master Gardener Program (MGP) Coordinator provides overall coordination of MGP volunteer activities and ensures implementation of the Master Gardeners of Santa Clara County (MGSCC) mission to provide science-based horticultural information to adult home gardeners and retail nurseries. The Master Garden Program Coordinator is responsible for all UC Cooperative Extension matters pertinent to MGSCC and works under the general supervision of the UCCE Santa Clara County Director.

***Major Responsibilities***

- 1) Ensure compliance with UCCE Master Gardener Administrative Handbook and Master Gardener Program guidelines.
  - Advise volunteers regarding financial, program and procedural matters.
  - Monitor horticultural and MG Program information provided to the public to ensure accuracy and compliance with UCCE guidelines.
  - Coordinate MGSCC with the statewide MG Program, including local maintenance of the Volunteer Management System (VMS), the UCCE proprietary communications and record keeping system.
- 2) Provide support and consultation to volunteer committees that manage program activities, including:
  - Volunteer recruitment, selection and education.
  - Project development and coordination.
  - Public education and events.
- 3) Act as primary contact and resource for MGSCC.
  - Maintain contacts and serve as liaison to the MGP State Program Coordinator, Santa Clara County and other UC advisors and specialists.
  - Act as UCCE liaison for MGSCC for the development of local community partnerships.
  - Visit field project locations, and represent MGSCC at events in and out of Santa Clara County, when needed.
- 4) Presentations will be made at various educational meetings for clientele; seminars, workshops, training sessions and field days. These presentations will be both formal (e.g. Power Point presentations at a conference) and informal (e.g. field demonstrations) and will vary in length from a few minutes to one or two hours.
- 5) Evaluate program efficacy and impact by providing periodic program reports as requested by the UCCE County Director
- 6) Explore and implement new educational programs to under-served clientele in home and community horticulture according to University of California Affirmative Action policy.

### ***Qualifications***

- A four-year college degree with significant course work in environmental horticulture or equivalent education and experience. Successful completion of a Master Gardener training program is preferred.
- Leadership, human relations, teamwork, and motivational skills required.
  - Collaborative leadership style: The Program Coordinator is comfortable delegating to volunteers, and is able to provide support and guidance as needed.
  - Adaptable: Specific tasks and responsibilities will shift, reflecting the current focus of the MGP and/or the strength and composition of the individual volunteer MGP committees.
- Excellent written and verbal communication skills. Ability to follow written and oral instructions.
- Office management skills, including use of basic computer and Internet applications (Microsoft Office, Microsoft Outlook or equivalent) required.
- Excellent organizational and coordination skills. Experience in management of volunteer organizations is highly desirable.
- Excellent problem solving and conflict resolution skills.
- Ability to work in both office and field/open space environments.

### ***Special Conditions of Employment***

He/she must be able to carry boxes and materials for up to 20 lbs. Ability and means to travel to various sites throughout Santa Clara County on flexible schedule as needed. Proof of liability and property damage insurance on vehicle used is required. Mileage will be reimbursed. A criminal background investigation check will be required for the successful candidate, including fingerprinting and a criminal history clearance by the California Department of Justice/FBI.

### ***Relationships***

The Program Representative is administratively responsible to the Cooperative Extension County Director in Santa Clara County, and through the County Director, to the Central Coast and South Regional Director. He/she will also interact with the Friends of the Master Gardeners of Santa Clara County (Non-Profit support group). Submit required activity reports to County Director, as scheduled.

### ***Affirmative Action***

Implement outreach efforts to ensure nondiscrimination in program identification and delivery. Promote and encourage maximum participation of minorities, women and other underserved groups. Include outreach objectives as a component in planning, implementing and evaluating program efforts. Establish and update database pertaining to populations served and to be served by programs. Record, document, and report outreach plans, goals, activities, progress and results. Comply with all applicable federal and state laws and regulations and all University of California policies regarding affirmative action, including prohibition of discrimination on the basis of race, color, national origin, sex, sexual orientation, physical or mental disability, age, veteran status, medical condition (as defined in Section 12926 of the California Government Code), ancestry or marital status.

### ***Application***

#### **WE WILL NOT ACCEPT RESUMES WITHOUT UC APPLICATION**

Obtain UC application for employment on line <http://ucanr.org/jobdescript/staffapplication.pdf> Send completed application with résumé to:

**U.C. Cooperative Extension Santa Clara County  
1553 Berger Drive, Bldg. 1, San Jose, CA 95112.**

Attention: Maria de la Fuente. If delivered by fax, please fax to (408)298-5160.

### ***Interviews***

A search committee will review all applications and associated materials, interview candidates, and recommend individuals most suitable for the position. Candidates selected will be asked to come to Santa Clara County for an interview.

The University of California prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 1111 Franklin St., 6<sup>th</sup> Floor, Oakland, CA 94607-5200 (510) 987-0096.