

Position Description

UConn Extension Master Gardener Coordinator
Lower Fairfield County

The UConn Extension Master Gardener Program is seeking applications for the position of Master Gardener Program Coordinator for Lower Fairfield County, based at the Bartlett Arboretum and Gardens in Stamford, CT. This is a 16-hour-per-week position and is a temporary, six-month appointment. Renewal is optional pending coordinator review and availability of program funding.

Responsibilities include but are not limited to: provide leadership for the Master Gardener Program in southern Fairfield County. Successful candidate will coordinate staffing of program mentors, volunteers and interns; work with UConn Extension center/county-based faculty and staff, as well as university-based faculty and staff as needed. Will also need to work with allied community groups and Extension partners such as the CT Master Gardener Association; train and supervise interns when classroom teaching is completed; arrange for and conduct Advanced Master Gardener classes each year; develop and coordinate outreach programs and projects with community organizations in southern Fairfield County, including the Bartlett Arboretum. They will prepare annual reports on program activities, impacts, incomes, outcomes (number of clientele contacts); and communicate effectively with the state coordinator, other county coordinators, and the Bartlett Arboretum staff. Monthly reports shall be communicated to the state coordinator and topical information may be shared with others as requested.

Preference will be given to candidates who are Certified Master Gardeners, or with a degree in horticulture, botany, biology or equivalent experience. Interested applicants should possess strong organizational, communication and interpersonal skills and be able to show initiative. They should be able to demonstrate experience in working collaboratively as well as independently and be willing to work flexible hours including some evenings and weekends. Must be familiar with Microsoft Office and familiar with the online class experience. Volunteer experience is desired.

Submit letter of application, resume and names of three references to: Sarah Bailey, State Extension Master Gardener Coordinator at sarah.bailey@uconn.edu Please put Master Gardener Coordinator Position in the subject line.

Screening will begin immediately.