

Position Open:

**Master Gardener Coordinator
Fairfield County Cooperative Extension Center**

The UConn Extension Master Gardener Program is seeking applications for the position of Master Gardener Program Coordinator for the Fairfield County Cooperative Extension Center. This is a part-time, sixteen hours per week position.

Responsibilities include but are not limited to: providing leadership for the Master Gardener Program at the Fairfield County Extension Center, coordinate volunteer staffing of office and outreach programs with mentors, volunteers and interns; work with UConn Extension Center staff and allied community groups; train and supervise interns in the Extension Centers when classroom teaching is completed; arrange and conduct Advanced Master Gardener classes each year at the Extension Center site; create, develop and coordinate outreach programs in Fairfield County, prepare annual reports on program activities and accomplishments; communicate and collaborate effectively with the state and county Master Gardener coordinators, center coordinators and support staff.

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 also possess strong organizational, communication and interpersonal skills, be proficient in Microsoft Office, be able to work independently, and be willing to work flexible hours including some evening and weekends. Volunteer experience is a plus.

This is a renewable special payroll position.

Submit letter of application, resume and names of three references to:

Leslie Alexander
University of Connecticut
1380 Storrs Road Unit 4115
Storrs Connecticut 06269-4115

Applications may also be sent via fax to 860-486-6338, or emailed to:

Leslie.Alexander@uconn.edu

Screening will begin immediately. Applications will be accepted until the position is filled.