

Washington State University Snohomish County Extension

Rain Garden and Natural Yard Care Coordinator

Position Summary:

The Extension Rain Garden and Natural Yard Care program is part of the overall Master Gardener Program, a volunteer-based outreach and education program for home gardeners, offered by WSU Extension. This position will be responsible for guiding and supporting the Master Gardener Rain Garden and Natural Yard Care outreach programs for WSU Snohomish County Extension. The Rain Garden and Natural Yard Care Coordinator is a temporary, part time position and is responsible to the Master Gardener Program lead.

Duties and Responsibilities:

Project management: Manage the obligations of WSU Extension under its contracts with internal and external partners. Develop scopes of work and manage budgets. Adhere to deadlines, assure quality of service and information, participate as a member of the inter-agency project teams, and facilitate communication among Extension volunteers and staff and with project partners.

Research and Design: In collaboration with partners, research and design the planting of rain gardens.

Volunteer Management: Work closely with the Master Gardener Volunteer Coordinator in developing and managing the volunteers in support of the contractual obligations with funders. Recognize the abilities of volunteers to take on project tasks and manage by delegation where appropriate. Coordinate and market special events where the program will be represented. Recognize volunteer contributions.

Training: Organize and implement appropriate training for Master Gardeners involved in the various projects. Develop a cadre of Rain Garden Mentors and Natural Yard Care Mentors who have additional training on the project-related topics and deliverables. Also, train phone and community clinic volunteers how to respond to rain garden and natural yard care questions and use printed and online resources for information.

Reporting: Collect, summarize, and report all data required by project partners contract and by the Master Gardener Program. Special attention should be paid to impacts of the program in the community.

Printed Materials: Assure that the Rain Garden Mentors, Natural Yard Care Mentors, community clinics, and special events have the displays, educational publications and marketing materials needed to successfully reach out into the community.

Diversity: By law, WSU Extension programs must be inclusive. In the project area, assure that a reasonable effort is made to include everyone. If you perceive a need to have translated materials, have a disabled person accommodated or respond to a similar barrier to service, work out a solution with your supervisor. Document your efforts.

Qualifications:

- Background and experience in horticulture.
- Two years of post-high school education and two years of work experience is preferred.
- Project management experience.
- Understanding of basic landscape and design principles.
- Experience with public speaking, educating, and interacting with various stakeholders (e.g. city leaders, volunteers, partners etc.)
- Experience working with volunteers in the community to meet a program goal.
- Demonstrated interpersonal skills and ability to manage, work with, engage and relate to a culturally diverse group of personalities and abilities in our communities.
- Excellent communication (written, verbal and non-verbal) skills required.
- Ability to work independently and as a team member.
- Effective time manager. Ability to flex work schedule to include some evenings and weekends.
- Experience with computer software (word, excel, virtual meeting platforms etc.).
- Current driver's license and access to a vehicle is required for travel.
- Ability to lift 20 pounds.

To Apply:

Please send a resume and cover letter to Anthony Gromko: anthony.gromko@wsu.edu.

Additional Job Description

Hourly Wage: \$20.00

FTE: Up to 18 hours/week

Permanent/Temporary: Temporary

City, State, Zip: Everett, WA, 98208

Screening Begin Date: 4/05/21

Required Documents: Resume and Cover Letter