

Job Level	State Master Gardener Coordinator, State Extension Administration Office	Proj/Prog Management Level II
Oversight Received	<ul style="list-style-type: none"> * Provides leadership, guidance and direction for the Colorado Master Gardener Program, Colorado Gardener Certificate Program and manages the on-line CSU Extension Certified Gardener Badge Program. * Works cooperatively with county-based and university Extension personnel to determine programmatic needs and provides appropriate support, facilitation and linkages to university and external resources including marketing and promotion of the (3) core programs. * They work under the general supervision of the Assistant Vice President for Engagement and Deputy Director of Extension who they may consult with if questions arise. 	<ul style="list-style-type: none"> ▪ Works independently with high-level oversight
Problem Solving	<ul style="list-style-type: none"> Identify locations interested in and capable of supporting a CMG program, determine what resources/curricula to use in each county, help determine which learning/teaching strategies will best meet learner needs, propose and evaluate cost recovery policies, and develop strategies to enhance volunteer and partner engagement in the CMG program. * Coordinate the scheduling and annual training for the CMG and CGC programs, including updating necessary paperwork * Teach Master Gardener and consumer horticulture classes as needed. * Manage and update Master Gardener program materials (including curricula development) and administrative portals (including the volunteer management system). 	<ul style="list-style-type: none"> ▪ Provides recommendation on analysis, project identification, design, communication, and integration of programs ▪ Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls ▪ Manages University-wide programs, initiatives, or projects
Interaction/Communication	<ul style="list-style-type: none"> * Works cooperatively with county-based and university Extension personnel to determine programmatic needs and provides appropriate support, facilitation and linkages to university and external resources including marketing and promotion of the (3) core programs. * Work with agents and/or program coordinators statewide, in all counties/regions hosting CMG programs Attend state and national Master Gardener conferences and serve on appropriate committees to engage with national Extension Master Gardener coordinators * Facilitate meetings and discussion with statewide CMG Advisory Committee * Collaborate with faculty in campus departments to facilitate instruction of the CMG and CGC programs. * Build relationships with Colorado's professional green industry to enhance understanding of and cooperation with the Extension CMG/CGC program and to promote the Extension Certified Gardener Badge Program. 	<ul style="list-style-type: none"> ▪ Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * The Colorado Master Gardener (CMG) program is Colorado State University Extension's second largest state-wide program. Active in 34 county Extension offices across the state, the CMG program is made up of 1,311 volunteers who answer and address technical horticulture questions from the general public and county communities in support of their local Extension office. * The Coordinator provides statewide leadership to the Colorado Master Gardener program and serves as a resource to County Extension personnel via coordination and effective communication. 	<ul style="list-style-type: none"> ▪ Impact of programs is medium to long-term duration ▪ Program participation tends to be required
Financial/Budget Responsibility	<ul style="list-style-type: none"> * This position will be responsible for a budget (program, travel, operating, etc.) of approximately \$125,000.00. * Acquire extramural funding via grant writing to support, develop and enhance the Colorado Master Gardener program. 	<ul style="list-style-type: none"> ▪ Manages program budget ▪ Program budget is small to medium

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People
Management

* No Supervision.

- May have people management responsibility for pay reviews, performance management, and resource planning