

**UNIVERSITY OF MARYLAND  
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
UNIVERSITY OF MARYLAND EXTENSION**

**POSITION ANNOUNCEMENT**

**Title:** *Extension Program Assistant*

**Functional Title:** *Home Horticulture and Master Gardener Coordinator*

**Position Number:** 129743

**Category Status:** *Staff, Nonexempt, Contingent II*

**Unit:** *AGNR-UME-Harford County*

**Location:** University of Maryland Extension-Harford County, 3525 Conowingo Rd., Street, MD 21154.

**Position Summary:**

Under the general supervision of the County Extension Director, the Program Assistant performs a variety of duties including teaching activities for the University of Maryland Extension-Harford County in the program area of home horticulture. Work requires thorough knowledge of the organization and programs where assigned and involves moderate participation in the work of the supervisor.

**Job Responsibilities:**

Home Horticulture Roles:

- Respond to clientele inquiries via phone, office visits, email, etc., for information on lawn care, landscape plants, fruit and vegetable production, pest control, and other subjects related to home horticulture, providing appropriate science-based information and advice in a timely and professional manner. This may include site visits when deemed necessary and appropriate.
- Identify plants, insects, and other horticulture samples submitted by clientele and respond with information and recommendations in a timely and professional manner.
- Provide pest control and fertilizer recommendations in accordance with University of Maryland guidelines.
- Disseminate horticulture information to county residents through newsletters, website updates, etc.

Master Gardener Coordinator Roles:

- Coordinate the Master Gardener Program in Harford County, which includes volunteer recruitment, volunteer management, training, and coordination of community-based projects.
- Develop, conduct, and evaluate educational seminars, classes, workshops, and other presentations related to home horticulture.
- Oversee monthly steering committee and general meetings.
- Approve, oversee, and support community-based Master Gardener projects that are aligned with University of Maryland Extension's mission.
- Provide continuing education opportunities to Master Gardener volunteers.
- Budget oversight of Master Gardener projects.

**Qualifications:**

**Required**

- High School Diploma or GED.
- Five years' experience performing a variety of duties in support of teaching, outreach, demonstration, and/or Extension work or related work.
- Demonstrated leadership, customer service, and project management abilities.
- Evidence of excellent teaching and communication skills.
- Knowledge and use of computer technology for educational programming and management.
- Personal transportation and valid driver's license.
- Flexible working hours; must be available for occasional evening and weekend programs and meetings.

**Preferences**

- Bachelor's degree in horticulture, plant science, entomology, plant pathology, turf, or a related field.
- Experience working with volunteers and diverse audiences of all socio-economic levels is desirable.

**Salary & Benefits:** Salary will be commensurate with experience, with a base salary of \$45,375 for this full-time position. The University of Maryland offers benefits. This position is a contractual position renewable annually pending acceptable performance and continued funding.

**Application Process:** All candidates must apply online at <https://ejobs.umd.edu/postings/121949>. A complete application packet includes a cover letter, resume, copies of transcripts, and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

**Best Consideration Date:** September 2, 2024.

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