**Calvert County Master Gardener Program Assistant**

**Position Description**

Under the general supervision of the Area Extension Director for Southern Maryland, the Master Gardener Program Assistant performs a variety of duties to support educational activities related to gardening and horticulture, including field days, fairs, meetings, field tours, workshops and seminars. Primary responsibilities are to provide support for operations of the Calvert County Master Gardener Program. Incumbent will support ongoing work, special projects and team-oriented assignments as well as ongoing education, outreach and program marketing plans.

**Duties pertaining to the Master Gardener Program Assistant position include:**

* Organize and conduct programs for and with the Calvert County Master Gardener Program, including volunteer coordination.Attend monthly Master Gardner meetings and key events throughout the year.
* Organize both basic and advanced training programs for the Master Gardener Program.
* Assist in recruitment, training and support of volunteers; prepare and maintain volunteer and member enrollment and re-enrollment files.
* Provide support in responding to requests for information, including help in writing newsletters, press releases, brochures and distribution of written material as needed.
* Participate as a team member with other faculty and staff to assist with educational programs that meet the needs of agricultural producers in Calvert County
* Present topics and lead discussion at meetings, workshops and other program activities as needed.
* Perform general office tasks such as monitoring and ordering standard program supplies; collating and assembling documents; photocopying correspondence and reports; attend meetings and take and distribute minutes, and perform additional duties as required.
* Participate in professional development opportunities to keep abreast of current research, new educational methods, as well as UME’s administrative procedures, etc.

**Conditions of Employment:**

This is a part time position (19.5 hours/week) with no benefits.

Personal transportation and valid driver’s license required. Employee will be required to use their personal automobile while conducting official business. Some evening and weekend hours required. Occasionally, regional or state travel is required for training and programming. Employment will be contingent upon passing a criminal background check.

Work involves walking, talking, hearing, using hands to handle feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and /or carry up to 40 pounds. Carts are available for transporting materials. Environmental conditions vary; primarily in office, but also exposed to gardens, farms and other outdoor conditions.