

Position Description  
Master Gardener County Coordinator  
Litchfield County

The UConn Extension Master Gardener Program is seeking applications for the position of Master Gardener Litchfield County Program Coordinator. This is a 16-hour-per-week position and is a temporary, six-month appointment. Renewal is optional pending coordinator review and availability of program funding.

Responsibilities include but are not limited to: providing leadership for the base county Master Gardener program. Successful candidate will coordinate staffing of program mentors, volunteers and interns; work with UConn Extension center/county-based faculty and staff, as well as university-based faculty and staff as needed. Will also need to work with allied community groups and Extension partners such as the CT Master Gardener Association and Extension Councils; train and supervise interns in the Extension center when classroom teaching is completed; arrange and conduct Advanced Master Gardener classes each year; create, develop and coordinate outreach programs and projects in the county. They will prepare annual reports on program activities, impacts, incomes, outcomes (number of clientele contacts); and communicate effectively with the state coordinator, other county 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 possess strong organizational, communication and interpersonal skills and be able to show initiative. They should be able to demonstrate experience in working collaboratively as well as independently, and be willing to work flexible hours including some evenings and weekends. Must be familiar with Microsoft Office. Volunteer experience is desired. Monthly reports shall be communicated to the state coordinator and topical information may be shared with others as requested.

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

Sarah Bailey, State Extension Master Gardener Coordinator at [sarah.bailey@uconn.edu](mailto:sarah.bailey@uconn.edu)  
Please put Master Gardener Coordinator Position in the subject line.

If you are unable to use email, you may send it to:

Sarah Bailey  
State Extension Master Gardener Coordinator  
University of Connecticut  
1796 Asylum Avenue  
West Hartford, CT 06117-2600

Screening will begin immediately.