



www.shawnee.ksu.edu

Shawnee County

K-State Research and Extension News

1740 SW Western Avenue
Topeka, KS 66604
Phone: 785 232-0062
Fax: 785-232-0093

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Horticulture Program Assistant K-State Research and Extension—Shawnee County

Purpose

The Horticulture Program Assistant serves as a staff coordinator for the Extension Master Gardener program and for the consumer horticulture program under the direction of the K-State Research and Extension Agent—Horticulture.

- The Extension Master Gardener program is a volunteer organization established to enhance public horticulture outreach throughout the county through various educational activities. The Shawnee County Extension Master Gardener chapter currently has a membership of 180 volunteers who log over 10,000 hours of activity and reach over 11,000 Shawnee County residents annually.
- The consumer horticulture program provides research-based, unbiased information to address common horticulture issues in home gardens and landscapes. The K-State Research and Extension—Shawnee County office currently receives nearly 1,000 consumer horticulture inquiries and plans dozens of outreach events annually.

Responsibilities

Extension Master Gardener Program Support

- Attend Extension Master Gardener meetings and assist in event planning
- Plan, develop, track delivery and report on Response Line activity
- Train volunteers, maintain volunteer hour database and create reports
- Work with Extension Master Gardeners to plan & implement programs
- Coordinate organizational communication
- Other duties as assigned

Consumer Horticulture Programming

- Plan, develop, and deliver home horticulture educational programs
- Evaluate programs and provide reports on programmatic impacts
- Provide research-based, unbiased responses to incoming horticulture inquiries

Required Qualifications

- Working knowledge of Microsoft Word, Excel, PowerPoint, Microsoft Teams and Social Media
- Strong organizational skills and attention to detail
- Ability to communicate clearly through public speaking, writing, and electronic methods
- Strong customer service and problem solving skills
- Access to a personal vehicle and possess a valid driver's license and proof of insurance
- High school diploma or equivalent

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Preferred Qualifications

- Experience managing people and/or volunteers
- Horticulture training or equivalent work experience
- Experience with event or program planning
- Bilingual

Hours and Compensation

This position Full-Time M-F 8-5pm. Occasional evenings and weekends required but no overtime required. Compensation is \$13.50/hr. This position includes benefits of earned vacation and sick leave, participation in the KPERS retirement system and health insurance. The selected candidate will be required to participate in the health insurance program.

Application Procedure

Individuals interested in applying should submit the application documents electronically to Candis Meerpohl, Extension Director at candism@ksu.edu or mail paper applications to:

Shawnee County Extension Office

ATTN: Candis Meerpohl

1740 SW Western Ave.

Topeka, KS 66604

Include:

[Application for Employment](#) (use form provided)

Current Resume (optional and not a substitution for Application for Employment)

A position offer is contingent on a successful pre-employment criminal background and driving record check. A Background Check Request form will be provided to the successful applicant following the offer of employment.

Screening of applications will begin on October 15th and continue until a suitable applicant has been hired. Questions regarding the position or how to apply should be directed to Candis Meerpohl, Shawnee County Extension Director, at candism@ksu.edu or 785-232-0062 ext. 110.

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