Response Line Coordinator
K-State Research and Extension – Shawnee County

Response Line Coordinator Purpose
The Response Line Coordinator serves as a staff coordinator for the Shawnee County Extension Master Gardener volunteer Response Line program under the direction of the K-State Research and Extension Agent – Horticulture.

- The Extension Master Gardener program is a volunteer corps established to enhance public horticulture outreach throughout the county through various educational activities. The Shawnee County Extension Master Gardeners have a membership of 160 volunteers.

- The consumer horticulture program provides research-based, unbiased information to address common horticulture issues in home gardens and landscapes. Extension Master Gardeners are a key component to effectively reach and educate the public on consumer horticulture topics.

Responsibilities
Extension Master Gardener Response Line & Program Support
Plan, develop, track delivery and report on Response Line activity
Train, manage and schedule Response Line volunteers
Maintain contact database
Monitor and select timely resources for Response Line stations
Other duties as assigned

Consumer Horticulture Programming
Work with the Horticulture Agent to plan outreach and delivery of home horticulture educational programs
Evaluate programs and provide reports on programmatic impacts
Provide research-based, unbiased responses to incoming horticulture inquiries

Minimum Qualifications
High School Diploma or GED
Working knowledge of Microsoft Word, Excel, PowerPoint, Microsoft Teams, Zoom or other similar programs
Access to a personal vehicle and possession of a valid driver’s license and proof of insurance
Strong organizational skills and attention to detail
Ability to communicate clearly through public speaking, writing, and electronic methods
Experience or strong interest in horticulture
Response Line Coordinator

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Preferred Qualifications
Experience as a volunteer coordinator or managing individuals
College-level horticulture training or equivalent work experience
Knowledge ofExtension Master Gardener Program
Experience in program planning, implementation and evaluation

Compensation
This position is part time, 4 to 8 hours per day, Monday through Friday (with variation). Most hours will occur between April and September, 9 am—4 pm. Occasional evenings and weekends required for a total of 690 hours annually at $14/hour with no benefits. This position is renewable annually and subject to available funding.

Application Procedure
Individuals interested in applying for the Master Gardener Response Line Coordinator position with K-State Research and Extension—Shawnee County should submit the following documents electronically to Ariel Whitely-Noll, Horticulture Agent, at arielw@ksu.edu:

- Cover letter addressing responsibilities and qualifications of the position
- Current Resume (not a substitute for the application)
- Program Assistant – 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 mailed to the successful applicant following the offer of employment.

Review of applications will begin on February 15, 2021, and continue until a suitable candidate is identified. Questions regarding this position should be directed to Ariel Whitely-Noll, Horticulture Agent, at arielw@ksu.edu or 785.232.0062, ext. 104.

Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

Background Screening Statement: In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.