



**UCCE El Dorado Job Posting:  
Program Representative 1 for Volunteer Programs  
(60% time with benefits)**



The University of California Cooperative Extension (UCCE) in El Dorado County has a job opening for the Program Representative 1 position for volunteer programs. This is a part time (60%) career position with excellent benefits and located in Placerville that will provide direction and organizational support to the Master Gardener (MG) and Master Food Preserver (MFP) programs.

Responsibilities include: 1. Provide organizational support to the Master Gardener and Master Food Preserver programs including providing information and guidance on UC policies and procedures and evaluation of compliance. Attend Board and General Meetings for both programs. 2. Recruit volunteers, assist in volunteer training, plan and organize the activities of volunteers in the Master Gardener and Master Food Preserver Programs. 3. Serve as the liaison among volunteers (including Master Gardener and Master Food Preserver Advisory Boards), UCCE staff and advisors responsible for the Programs. 4. Compile necessary summary reports such as volunteer and continuing education hours and educational program attendance. 5. Answer questions from clientele, including email and phone inquiries, and in person.

Job requirements: Experience in project management, from development through implementation and evaluation. Ability to work effectively with people in varying ethnic, social-economic and educational backgrounds and to communicate clearly both verbally and in writing. Experience with standard word processing and spreadsheet software.

Prefer: Experience in volunteer coordination. Experience in developing educational programs in gardening/horticulture and/or food safety and preservation. Education in and working knowledge of gardening and/or food safety and preservation practices. Experience in facilitating group collaboration and conflict resolution. Experience in training adults on effective methods for delivering information and outreach.

Hours are somewhat flexible, but may include evenings and weekends as necessary. Must have means to travel to sites on a flexible schedule; proof of insurance on auto is required.

Apply on-line at <https://jobs.ucop.edu/applicants/Central?quickFind=53294>

Closing date is November 19, 2009. AA/EOE