

Addendum to the position announcement

Johnson County Extension employs two horticulture agents. This position supports the ornamental/turf program and coordinates the Johnson County Extension Master Gardener (EMG) program. This agent works closely with the county's horticulture / small farms agent for programming and volunteer engagement.

Johnson County Extension is currently hiring a horticulture extension agent whose responsibilities will include:

ADMINISTRATION / LEADERSHIP

- Direct the Johnson County Extension Master Gardeners (EMG) volunteer program. This will include supervising the EMG Advisory Board and accountant.
- Share responsibility for the county's Agriculture and Natural Resources Program Development Committee.
- Supervise a part-time Extension Master Gardener coordinator and a part-time horticulture program assistant.
- Co-supervise a full-time office professional.
- Manage programming finances and budgets.

EMG PROGRAM MANAGEMENT

- Direct the Johnson County EMG volunteer program to support [their mission statement](#).
- Oversee the county's EMG committees.
- Facilitate the EMG-supported [Gardening Hotline](#).
- Participate in and promote volunteer recruitment efforts.
- Provide training and support for EMG volunteers, including basic training, advanced training opportunities and leadership development.
- Actively engage with [Johnson County Extension's Community Demonstration Gardens](#).

PROGRAM OUTREACH / EXPANSION

- Provide visionary leadership to transform and grow Johnson County Extension's horticultural programming and volunteer programs.
- Assess community needs and develop and implement programs to meet those needs.
- Maintain and develop partnerships with community stakeholders.
- Conduct educational programs related to horticulture and home gardens.

HORTICULTURAL EXPERTISE

- Provide education and resources focused on:
 - Ornamentals.
 - Trees, shrubs, and flowers.
 - Native plants and landscaping with native plants.
 - Turf.
 - Soil samples and results interpretation.

COMMUNICATIONS

- Write articles for weekly, monthly, and quarterly internal and external publications.
- Oversee and expand the [Johnson County EMG Fact Sheets collection](#), integrating them into other extension programs when possible.
- Represent Johnson County Extension in media events.
- Support web content and social media related to the Johnson County EMG program and horticulture webpages.
- Collaborate with internal and external stakeholders to strengthen and expand horticultural programming.

REVENUE GENERATION

- Manage the biennial [Johnson County EMG Public Garden Tour](#).
- Write and administrate grants to support extension programming.
- Collaborate with the Johnson County Extension Education Foundation.

DISCLOSURES

- **Kansas State University is an Equal Opportunity Employer.**
- A criminal background check is required.

See the [position announcement](#) for more information.