

Horticulture Program Manager

Johnson County K-State Extension - Olathe, Kansas

Full time | Salary range: \$40,000–\$44,000 | Exempt status

Benefits include paid sick, holiday, and vacation leave; medical, dental, and vision coverage; health care savings accounts; and retirement benefits.

Position Summary

The Horticulture Program Manager coordinates programs, volunteers, training, communications, records, and operations for Johnson County K-State Extension horticulture programming, with primary responsibility for the Extension Master Gardener (EMG) program. The manager works with Horticulture Agents, Extension staff, volunteers, advisory leaders, and community partners to deliver organized, accessible programs that respond to local needs and reflect K-State Extension's mission.

The successful candidate enjoys working with volunteers and the public, managing multiple projects, building relationships, and creating systems that support an effective horticulture program.

Primary Responsibilities

Program Coordination and Operations

- Coordinate and track horticulture programs, classes, events, outreach, schedules, registrations, materials, speakers, and participant communications with Horticulture Agents and Extension staff.
- Provide day-to-day administrative and organizational leadership; maintain procedures and systems that improve program coordination, communication, and participant experience.
- Respond to routine volunteer and public questions and support special projects and community events.

Extension Master Gardener Volunteer Management

- Coordinate daily EMG program operations and serve as a primary liaison among Horticulture Agents, staff, the Advisory Board, committee chairs, and volunteers.
- Support and communicate with volunteers throughout the year; assist committee chairs with planning and activities and maintain committee and membership information.
- Coordinate annual committee preferences and placements, membership categories, volunteer recognition, and other activities that build a welcoming, professional volunteer environment.
- Maintain volunteer membership records in accordance with Extension Master Gardener policies.

Recruitment, Training, and Volunteer Development

- Coordinate annual volunteer recruitment, applications, screening, interviews, selection, onboarding, and mentor support with the Horticulture Agent and volunteer leaders.
- Organize new-volunteer training, including schedules, instructors, facilities, registration, materials, communications, and completion of certification requirements.

- Coordinate continuing education, advanced training, monthly programs, field trips, tours, workshops, and speaker events; support the Horticulture Agent in identifying relevant learning opportunities.

Advisory Board, Communications, and Outreach

- Support the EMG Advisory Board by preparing agendas and meeting materials, attending meetings as needed, documenting actions, coordinating annual elections, and maintaining governing documents.
- Prepare routine correspondence and recognition materials; contribute program information for newsletters, the Extension website, email, social media, calendars, and other communication channels.
- Promote horticulture programs, events, volunteer opportunities, and community outreach; support clear communication among volunteers, partners, and Extension staff.

Records, Reporting, and Administrative Support

- Utilize and support the CERVIS volunteer database which the EMG program uses.
- Maintain accurate membership, service-hour, training, registration, attendance, participant, and historical program records; assist volunteers with timely hour reporting.
- Prepare regular and annual summaries and statistics of program activities, volunteer service, events, public contacts, and outcomes; provide information for K-State Extension reporting and evaluation.

Knowledge, Skills, and Experience

- Strong program coordination, project management, organization, and attention to detail.
- Experience supporting volunteers and working professionally with the public, community members, or program participants.
- Excellent written, verbal, interpersonal, and customer-service skills; ability to build positive relationships across backgrounds and experiences.
- Ability to manage multiple projects, events, priorities, and deadlines; work independently and contribute effectively to a team.
- Working knowledge of horticulture and an interest in gardening, plants, landscapes, and community horticulture education.
- Proficiency with Microsoft Office, especially Excel, and ability to learn databases, registration, website, email marketing, and reporting systems.
- Ability to maintain accurate records, prepare reports, exercise sound judgment, protect confidentiality, and adapt to new processes and technology.
- Commitment to K-State Extension's mission and to providing research-based education and resources.

Minimum Qualifications

- At least two years of experience in program coordination or management, volunteer management, education, community programming, or a related field.
- Experience working with volunteers, community members, customers, or program participants and coordinating multiple projects, programs, or events.
- Proficiency with standard office technology and computer applications.
- Valid driver's license and ability to travel locally as needed.
- Availability Monday through Friday, with occasional evening and weekend responsibilities for programs and events.

Preferred Qualifications

- Bachelor's degree from an accredited four-year institution.
- Experience coordinating a large volunteer program or working in Extension, nonprofit, education, government, or community-based programming.
- Knowledge of horticulture, gardening, landscape management, or related field.
- Experience coordinating educational programs, workshops, conferences, or volunteer training, and using websites, email platforms, databases, registration, or reporting systems.

Work Environment and Physical Requirements

Work is primarily office-based and includes regular participation in programs, meetings, volunteer activities, and community events. This role requires frequent computer and telephone use and may involve repetitive hand and arm movements. Program activities may include setting up spaces, moving materials and supplies, and working at indoor or outdoor horticulture events. Local travel and occasional evening or weekend work are required.

Organizational Relationship

The Horticulture Program Manager works closely with the Johnson County Horticulture Agents and collaborates with other Johnson County K-State Extension agents, staff, volunteers, advisory groups, and community partners. The position helps connect residents with practical, research-based horticulture education and provides the coordination needed to sustain an effective volunteer program.

How to Apply

- Send a cover letter and resume to tara.markley@jocogov.org or deliver materials to our office 8:30am – 5:00pm Monday-Friday. For questions, call 913-715-7000.
- Applications accepted through October 28, 2026.

Equal Opportunity and Accessibility

K-State Extension is committed to making its services, activities, and programs accessible to all participants and is an equal opportunity provider and employer.