



Extension

UNIVERSITY OF WISCONSIN-MADISON
FLORENCE COUNTY

2020 Summer Employment Program

Extension Florence County

COUNTY: Florence County
TYPE OF POSITION: Summer Horticulture Assistant LTE
EMPLOYMENT PERIOD: May–September, dates negotiable

SUMMARY OF POSITION

The Summer Horticulture Assistant provides assistance to the University of Wisconsin Extension Staff in carrying out their educational programs. As a part of those responsibilities, the Assistant will work within Florence County to consult with residents on questions related to horticulture, and assist in the conduct of general horticulture education.

REPORT TO

Florence County University of Wisconsin-Extension Area Extension Director and Office Manager located at the Florence Natural Resource Center.

TIME APPROVERS

Primary – Steve Nelson, UWEX Area Extension Director
Secondary – Sabrina Leffler, Florence County Office Manager

DUTIES AND RESPONSIBILITIES

- Be responsible for providing specific information on diagnosing plant problems, soil testing and plant identification relating to gardens, trees, lawns, and shrubs.
- Write news releases, radio announcements, and spend some limited time teaching.
- Respond to client questions through telephone calls and office consultations.
- Support activities and management at community gardens.
- Provide educational materials and presentations at the Florence County Fair.
- Provide assistance to Educators at Food, Fun & Fitness program
- Perform other duties as assigned by supervisor.

IDEAL QUALIFICATIONS AND CHARACTERISTICS

- Professional Horticulture experience.
- Master Gardener or other horticulture certification.
- Ideal candidates will have completed higher education study in horticulture, plant pathology, and/or entomology.
- Able to schedule approximately 20 hours per week for 12 weeks beginning in May.
- Able to motivate, relate effectively with and articulate concepts to lay audiences.
- Able to effectively teach and present horticulture information orally and in writing.
- Possess strong interpersonal skills.

PHYSICAL DEMANDS

- Ability to periodically do routine gardening tasks such as utilizing a wheelbarrow to move soil and/or woodchips, shoveling & weeding.
- Required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear.
- Required to bend, stoop, kneel, or crouch.
- Ability to carry boxes or materials weighing 25 pounds.

TRAVEL STATEMENT

Ability to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions.

SALARY AND BENEFITS

- \$13.00/hour at approximately 15 hrs/wk. for 10 weeks
- Hours are flexible with supervisor approval.
- Position pays no additional benefits.
- Reimbursement for official job travel, meals, etc. will be provided according to county policy.

APPLICATION PROCEDURE AND DEADLINE:

March 13, 2020 to:

Donna Trudell
Florence County Clerk
P.O. Box 410
Florence, WI 54121