## Position Description

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<td>Position Number:</td>
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<td>Dept:</td>
<td>UNIVERSITY ARBORETUM - 030087</td>
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<td>Position:</td>
<td>OUTREACH AND LEADERSHIP PROGRAM COORDINATOR</td>
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<td>Approved Payroll Title Code:</td>
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### POSITION DETAILS

The role of this position within the department is to lead the planning and implementation of large-scale outreach, community engagement, stewardship and fundraising events using student and volunteer leadership and participation and coordinate the Learning by Leading Program operations and administration.

The UC Davis Arboretum and Public Garden is a visitor-centered, living museum. Through the UC Davis GATEways Project (Gardens, Arts and The Environment), the Arboretum and Public Garden is envisioning the entire campus landscape as a resource for lifelong education and community engagement, connecting the public with the academic enterprise of the University. A key initiative of the GATEways Project is the Learning by Leading Program, which fosters leadership in UC Davis students to address real-world issues through hands-on projects and programs.

For a complete position description, see our website at http://arboretum.ucdavis.edu.
Campus Job Scope:

Department Specific Job Scope:

Positions Supervised:

50% OUTREACH, COMMUNITY ENGAGEMENT & FUNDRAISING
Serve as lead for organizing large-scale community outreach, engagement and fundraising events for the Arboretum and Public Garden (APG). Develop the GATEways Outreach Learning by Leading (LxL) internship program of UC Davis students to serve in leadership positions and to help organize and coordinate these events. Supervise student co-coordinators/leaders. Train students in leadership, outreach and event management strategies. Incorporate authentic leadership opportunities for students. Oversee student leadership projects and programs.

Lead the Plant Sale Planning Team of staff members and volunteers to implement multiple public plant sale events each year. Coordinate all plant sale event logistics, delegating tasks as appropriate. Work with the GATEways Outreach LxL team on event management. Recruit community volunteer and UC Davis student help for all aspects of plant sale events, including check-out systems, customer service, sales, parking, set-up and clean-up. Coordinate with campus partners (e.g., Internship and Career Center) and student groups (e.g., service clubs) to ensure ample student help for sales. Coordinate all nursery, campus and outreach partner groups (e.g., Master Gardeners, California Native Plant Society) to table at plant sales. Troubleshoot all issues related to the smooth operation of plant sale events.

Lead the APG’s participation in campus and community outreach events, such as Picnic Day (parade and outreach activities), Thank Goodness For Staff, Biodiversity Museum Day, K-12 school tours and science fairs, and specialty events such as dedications/outreach for partner organizations (e.g., Vet Med, Manetti Shrem Museum). Coordinate all logistics, working with the GATEways Outreach LxL team to recruit staff members, volunteers and student to develop and implement activities.

Serve as team member and help coordinate logistics to implement stewardship events for stakeholders, such as donors, volunteers, students and members (e.g., annual appreciation parties, GATEways Garden dedication events). Incorporate the GATEways Outreach LxL students in event management as
Working with the education team, lead GATEways Outreach LxL team in developing and implementing education and outreach activities for APG and joint events with GATEways partners, such as Wild Family Day, Bugtopia, etc., as appropriate.

50% LEADERSHIP PROGRAM COORDINATION

Manage all administrative and operational elements of the APG's Learning by Leading (LxL) Program. Lead the development and tracking of the LxL Program budget.

Lead the development and management of all internal LxL Program communications efforts, in partnership with the APG's communications team, including the creation of a master calendar that can be targeted for students and staff leaders through social media. Work with the APG communications team to share the work of LxL students with external audiences as an effort to gain more support; audiences will include members, donors, news media, campus community, volunteers, etc.

Foster student leadership through the LxL Program, including developing student leadership opportunities (e.g., a possible Student Steering Committee), encouraging cross-communication and integrated projects across teams.

Work with staff leaders, student co-coordinators, and campus and community mentors to formalize training curriculum.

Work with staff leaders, student co-coordinators, and mentors to formalize and document the impact of the LxL program.

Physical Demands:

Sit and use a computer for extended periods of time.

Employee is personally responsible for following safety procedures/guidelines.

Work Environment:

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html
Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:

Bachelor's Degree in horticulture, environmental sciences, education, or related degree.

Experience facilitating outreach and leadership training of and supervising student and volunteer teams.

Experience in large-scale outreach, community engagement and fundraising event planning.

Experience designing, planning and delivering outreach and education programs to diverse audiences.

Leadership and management skills to plan and coordinate numerous programs, projects and activities, to work effectively in a team setting, and to prioritize work responsibilities.

Experience working in programs that foster leadership in university students and adult volunteers. Experience and skills in developing, supporting and fostering leadership in others.

Experience managing financial resources and with developing, monitoring, and adhering to program and project budgets.

Skills to use computers for word processing, research, and communications. Experience using the Web and other forms of social media to enhance communication and deliver written messages to target audiences.

Preferred Qualifications for Selection:

Knowledge and understanding of leadership theory, practices, and evaluation methods.

Interpersonal skills to establish and maintain excellent working relationships with faculty, staff, students, volunteer board members, community groups, visitors, donors, and prospects

Excellent verbal and written communication skills to clearly and effectively communicate in a variety of media forms for a variety of audiences, including faculty, staff, volunteers, students, donors and other stakeholders

Experience developing and delivering public programs
thematically related to botanical/public garden topics.

Broad knowledge of botanical garden operations (special events, plant sales, education and outreach programs, membership, volunteer programs, research/teaching, community engagement, donor development).

Demonstrated experience working in a professional role at a botanical garden or public garden.

Knowledge and interest in environmental sciences, environmental education or related scientific and/or education field.

Knowledge of the university environment to work effectively with other campus units. Experience working in a university setting with academic partners, students, alumni, volunteers, etc.