Position Description:

Water Conservation Coordinator

JOB DESCRIPTION:

The Bexar County Master Gardener (BCMG) Water Conservation Coordinator (WCC) is the primary liaison between BCMG and San Antonio Water Systems (SAWS), and represents BCMG to SAWS and the San Antonio water conservation community. The WCC manages BCMGs Water Conservation Program, develops water conservation initiatives, supervises execution of ongoing programs, submits SAWS approval requests, and supports the BCMG Office Manager in SAWS billing. The WCC manages the BCMG water conservation budget and is a non-voting member of the BCMG Board of Directors.

DUTIES:

WCC duties include, but are not limited to:

- Attending regularly scheduled monthly meetings at SAWS and additional meetings scheduled by the water service
- Attending regular monthly membership meetings of BCMG
- Coordinating BCMG water conservation events with the Texas A&M AgriLife Extension Agent – Horticulture
- Managing BCMG presentations to meet SAWS contract minimum of thirty water conservation workshops/events/landscape fairs per year, as specified by the contract between SAWS and BCMG with and a goal to maximize contract reimbursement
- Managing the BCMG water conservation budget, properly utilizing BCMG funds and credit card, maintaining complete records of expenses, and properly utilizing BCMGs non-profit status
- Managing BCMG water conservation educational materials and equipment, coordinating with BCMG Board and office manager to ensure proper accountability, security and storage
- Providing articles for the BCMG monthly newsletter and for the BCMG website
- Participating directly on social media sites such as the BCMG Facebook page
- Coordinating training for BCMG on water conservation issues
- Submitting monthly reports to the BCMG Board of Directors and attending Board meetings as requested by the Board
- Submitting SAWS Requests for Approval in accordance with the contract and maintaining a record of all requests
- Assisting with BCMG/SAWS billing procedures and ensuring reports needed for billing are submitted in a timely manner
- Managing current BCMG workshops and recurring community events as they pertain to the WCC activities
- Developing new educational opportunities for presentation of water conservation and BCMG information including SAWS Innovative Programming and Special Projects
- Recruiting, training and supervising a committee of volunteers to achieve water conservation goals and objectives

- Working with BCMG Speakers Bureau and education coordinators to ensure quality BCMG presentations on water conservation issues
- Other water conservation related duties as may be required by SAWS, BCMG, and the Texas A&M AgriLife Extension Agent

Other requirements include:

- Maintaining annual volunteer requirements and certifications as a Bexar County Master Gardener
- Understanding proper horticultural techniques and fundamental water conservation principles and practices
- Being familiar with Earth-Kind Principles and practices including: Plant Material, Low Water Use Plants, Landscape Maintenance and Design, Irrigation Auditing, Drip Irrigation, Composting, and Rainwater Harvesting
- Enthusiastic attitude for educating the public on the importance of water conservation and proper horticultural practices
- Willing to continue additional education in water conservation. (BCMG will consider funding as appropriate).
- Having basic proficiency in common office software, and ability to utilize Google Docs and shared drives or similar programs
- Being available to work Saturdays and evenings
- Having a reliable vehicle to use for transporting supplies needed to events
- Ability to work in both office and outdoor settings, may be required to stand for extended periods, walk long distances and lift forty (40) pounds
- Maintaining a cellphone line for use in supporting BCMG

Applicant must be a certified Bexar County Master Gardener in good standing.

The position reports to the Board of Directors and will have flexible work hours. in combination from the WCCs home, the BCMG office and/or at educational venues and events. The objective is a minimum of 20 hours per week and can be averaged across payment periods. Vacation time will be coordinated with the BCMG Board or designated representative.

A performance review will be conducted after thirty (30) days, and annually thereafter. The WCC contract Employment with BCMG remains at-will for both the contractor and the BCMG and is subject to funding by SAWS.