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**University of Missouri Extension**

**Designing Management Volunteer Positions Guide**

A written role description is the single most important criteria in overall volunteer program delivery. A role description for management volunteers is especially necessary. The advantage of written role descriptions is that the duties, expectations, and responsibilities of both the volunteer and organization are outlined clearly. Knowing the requirements of individual volunteer management roles in advance simplifies the selection/recruitment and utilization of managers.

Written role descriptions challenge an organization to provide managers with opportunities to contribute that are both challenging and rewarding. Many individual volunteers and entire volunteer programs are not completely successful, or fail entirely, because relationships were never clearly defined.

Role descriptions are a starting point for discussing volunteer involvement, not a predetermined, inflexible list of responsibilities! Involve the potential management volunteer in the description-designing process, and in the on-going review process with continuous negotiation.**VOLUNTEER JOB DESCRIPTION** **Junior Master Gardener Volunteer**
Master Gardeners will partner with the Junior Master Gardener Club, now called **Green Thumb Garden Club**, an afterschool program being offered at George Washington Carver School on Tuesdays and Thursdays!  Focusing on growing good kids by igniting a passion for learning, success, and service through a unique gardening education.

**SUPPORT FROM EXTENSION OFFICE**

* Provide the necessary resources to plan appropriate curriculum needed for the junior master gardeners.

**EXPECTATION OF VOLUNTEER AS PART OF OUTREACH TEAM**

* Attend the training session.
* Willing to work with children.
* Cooperate with staff and foodCorps members.
* The time requirement would be at least an hour or two each week teaching the children either after school or during the summer.
* Coordinate with Greenhouse coordinator to plan the curriculum and review the lessons with teachers prior to class.
* Complete background check through Iowa State University Extension and Outreach, utilizing First Advantage, if volunteer has not already done so.
* Enjoy the opportunity to teach others!

**BENEFITS TO VOLUNTEER**

* With a dedicated group, you will further develop your knowledge of plants, caring and tending for a variety of plants.
* Help strengthen your community and schools.
* Positive role model who makes a difference in children’s lives.
* Credited Master Gardener volunteer hours.
* Opportunity to lead this program in other schools in our community.

**ADDITIONAL INFORMATION**
To learn more please visit, JMG Website ([click here](http://jmgkids.us/)) or contact………..

###### **VOLUNTEER JOB DESCRIPTION Community Garden Liaison**

###### Master Gardeners will serve as a liaison for one community garden around the county. That individual will provide year round gardening educational support for target community gardens. You will be helping assist those who are willing to learn how to grow vegetables and provide food for themselves, as well as increase self-pride and esteem through success in growing a garden.  Master Gardener liaison volunteers will increase their knowledge and skill in nutrition and vegetable gardening through this volunteer service. There are many community opportunities that currently exist, from gardens within the cedar valley grows organization, at the Jesse Cosby Neighborhood Center, and Legacy Garden.

###### Cedar Valley Grows was created in 2013 to create and establish sustainable school and community gardens throughout Waterloo and Cedar Falls. Groups and individuals go through a rigorous application process and are interviewed in person on their community garden plans. These gardens have to meet many criteria that ultimately make them sustainable and successful. Currently, there are three gardens (with the hope of four more this year) around Waterloo that are need of liaisons. They are located at Our Savior’s Lutheran Church at 420 Harwood Ave.,Quakerdale of Waterloo at 140 South Barclay St., and Northeast Iowa Food Bank Garden at 1605 Lafayette St.

###### Quakerdale is looking for a co-manager to help them manage their garden and will be willing to provide a 10’x10’ garden space for a Master Gardener willing to serve that duty.

###### Please check out our website at: <http://www.extension.iastate.edu/blackhawk/news/cedar-valley-grows>The Jesse Cosby Neighborhood Center garden has been around for 12 years and is a uniquely fitted garden to serve young and older crowds in the area. This is a wonderful opportunity to provide gardening support and services throughout the summer. They are located at 1112 Mobile Street, Waterloo, IA 50703Legacy Garden is a new garden this year that will serve over 100 families from the Burmese community. These families have a strong agrarian background, but this is a large community garden area that will require your help to answer questions and provide innovative garden techniques when asked for by gardeners.

###### **SUPPORT FROM EXTENSION OFFICE**

* Provide the necessary resources to answer gardening questions.

**EXPECTATION OF VOLUNTEER MASTER GARDENER LIAISON**

* Attend the training session.

·       Work with target community gardens to grow vegetables in community garden plots.
·       Willing to assist with gardens at public and private gardens and through the Cedar Valley Grows organization.

* Complete background check through Iowa State University Extension and Outreach, utilizing First Advantage, if volunteer has not already done so.
* Enjoy the opportunity to teach others!

**BENEFITS TO VOLUNTEER**

* With a dedicated group, you will further develop your knowledge of plants, caring and tending for a variety of plants.
* Understand the day to day operations of a community garden.
* Help strengthen your community.
* Credited Master Gardener volunteer hours.

**ADDITIONAL INFORMATION**
Contact …

**MASTER GARDENER  HORTLINE**
"The purpose of the Master Gardener program is to provide current, research-based, home horticultural information and education to the citizens of Iowa through ISU Extension and Outreach programs and projects."
 **JOB DESCRIPTION**
Communicates current, research-based, home horticultural information and education to the public via telephone at Carver Greenhouse from Spring until mid-to-late October.   Volunteers will earn credits for the hours served toward their master gardener hour requirements. Volunteers will expand their own horticultural knowledge through helping others.
 **PRINCIPLE DUTIES**

Report to Sheila Sartorius

* Assist clients calling on the Master Gardener Hortline from 8:00 to 4:30 Monday through Friday
* Record the types of calls received -- tree and plant diseases to insects, rodents, care of plants, shrubs
* Record clientele contact information
* Become familiar with Hortline reference materials, including publications, books, and newsletters

**QUALIFICATIONS**Successful completion of the Master Gardener training program or a Master Gardener intern

·       Complete a 1 hour training at the ISU Black Hawk Outreach and Extension Office
·       Ability to effectively communicate with others
·       Desire to learn more about plants and their pests
·       Ability to work with diverse populations
·       Dependable and reliable; must try to commit to weekly time slot
·       Deal courteously with the public
·       Have had background check completed
·       Ability to work with computers, i.e. Excel

**VOLUNTEER RESPONSIBLITIES**

* Dress appropriately for professional office work
* Wear your Master Gardener name badge
* Arrive on time
* Call if you cannot keep your scheduled time
* Maintain a well-organized resource area

**STAFF RESPONSIBILITIES**

* Provide current and updated information as it becomes available

**TO APPLY…**

## **Emerald Ash Borer Education Outreach Team VOLUNTEER JOB DESCRIPTION**Black Hawk County Extension and Outreach is seeking Master Gardeners interested in serving on the Emerald Ash Borer Education Outreach Team.  Volunteers will reach a variety of audiences including service clubs, classrooms, public events, neighborhood association meetings, city councils, churches, etc., on topics such as ash tree identification, signs of EAB infestation, treatment options, tree replacement and municipal requirements.  We expect that some calls could involve a visit to a home or place of business.  Our goal is to serve as an educational resource to our community. **SUPPORT FROM EXTENSION OFFICE**

* Receive requests for presentations and email team members of the speaking opportunity.
* Provide the necessary resources for your presentation including power points, handouts, projector, “pop-up” displays, and wood pieces with evidence of the ash borer.
* Launch a public campaign announcing the availability of the outreach team.
* Conduct a training session on \_\_\_\_\_\_\_\_\_ for participating outreach team members at Cedar Valley Arboretum.  Training will include an overview of the ash borer infestation, how we will communicate presentation opportunities, how presentation materials are accessed and returned, and registration sign in sheets for attendees, etc.  Representatives of Green Scene and Trees Forever will also discuss their community resources.
* Offer a tree identification training utilizing our community partners, including the Black Hawk County Conservation Service.

**EXPECTATION OF VOLUNTEER AS PART OF OUTREACH TEAM**

* Attend the training session.
* Commit to presentations or home visits as your schedule permits.
* Represent Extension and Master Gardeners when making presentations.
* Pick up necessary materials at Extension office for presentations.
* Log number of community members reached.
* Refer groups or organizations to Extension that may be interested in a presentation.
* Complete background check through Iowa State University Extension and Outreach, utilizing First Advantage, if volunteer has not already done so.
* Enjoy the opportunity to teach others!

**Volunteer Position Description**

**General Description**

Support the University of Nebraska-Lincoln Extension in meeting the needs of our State in the area of consumer horticulture by assisting with educational programs, diagnosing plant problems, and making cultural and pest management recommendations.

**Specific Responsibilities**

* Answer consumer's telephone inquiries and assist office visitors with plant/insect samples for identification or diagnosis.
* Assist with establishing and maintaining demonstration gardens.
* Assist teachers, 4-H volunteers, and/or children with gardening education projects in school or club settings.
* Interpret information from Extension publications for the general public.
* Distribute Extension information to the public at events such as garden center plant clinics, county fairs, Home and Garden Shows, etc.
* Assist with Extension educational programming, such as giving talks for garden clubs, helping with Extension sponsored workshops, etc.
* Keep records of consumer contacts and volunteer activities.

**Time Required**

Participants are expected to attend all scheduled educational sessions (40 hours). In addition, 40 hours of volunteer service are to be completed by October 15 of the current year.

**Qualifications**

The Master Gardener volunteer must show an interest in, enthusiasm for, and knowledge of gardening. He/she must be able to communicate with the public by phone and deal courteously with visiting public and Extension program participants. He/she must be able to read, write and comprehend the information presented in the training sessions, and be able to communicate that information to the gardening public. The Master Gardener volunteer must pass an open-book final exam in order to volunteer in the program. He/she must provide his/her own transportation to training and volunteer activities.

**Location**

Primarily in the county office and various locations around the county. Other opportunities across the state are available.

**Support Provided**

In addition to the Nebraska Master Gardener Manual, Master Gardeners have at their disposal office reference materials and Internet resources to assist in answering questions and requests for information. If the Master Gardener is unable to assist a consumer, questions and requests are referred to the Extension Educator or other appropriate staff.

**Mentor**Your local UNL Extension Educator, Associate or Assistant will provide coordination, supervision and support to the Master Gardener volunteers. He/she will assign, review and evaluate volunteer activities.

 **Volunteer Opportunities**Staff in each county determine their need for volunteer help. The need and time of day for volunteer activities varies from county to county. Volunteer activities may include any of the items listed below or other activities as determined by the county staff.

* Teaching programs at schools, nursing homes, retirements homes, or hospitals
* Answering phones in county offices
* Answering questions at an "Ask a Master Gardener" table/booth at public events
* Giving programs for local garden clubs
* Assisting with demonstration gardens
* Giving plant tours at local gardens, arboreta, or parks
* Writing articles for local newspapers or newsletters
* Assisting in program management
* Organizing the county horticulture library

## **Master Gardener Volunteers Role Description**

**Title: Master Gardener Volunteer**

**Location:** The Master Gardener program is statewide. Contact your UMaine Extension county office to be connected with a program in your area.

**Objective:** The Master Gardener Program educates home gardeners, addresses community efforts related to horticulture, and supports the educational mission of the UMaine Extension.

**Qualifications:** Any resident of Maine interested in studying horticulture and volunteering in community gardening projects may apply to the Master Gardener Volunteer Program. Since we usually receive more applications than we can accommodate, applications are subject to screening for county residence and gardening and community service experience.

**Responsibilities**: In return for professional in-depth horticulture training, Master Gardeners volunteer their time and expertise in many ways for community programs and activities.

As a Master Gardener Volunteer, you may choose to devote the majority of your volunteer time (40 hours) to a community project. Any Master Gardener Volunteer may initiate a new community project by putting in a request to their county Master Gardener Association Board.

**Time Commitment**
Attend all training sessions (40 hours). Training will be interactive with lectures, hands-on learning demonstrations, and self-directed learning activities.  Class participation, discussions, presentations, and quizzes will be used to monitor the progress of volunteers.

**Training/Support**
The Master Gardener Volunteers program provides participants with in-depth training in the art and science of horticulture. Trainees receive current, research-based information from UMaine Extension educators and industry experts. Master Gardener Volunteers can help direct their own advanced training. A horticulture expert in your county provides regular support and check-ins.

**Benefits**

* Extensive horticulture training and knowledge
* UMaine Extension as a resource and network
* Connection and group project work with other trained Master Gardener volunteers
* Professional development and leadership opportunities
* Master Gardener Handbook to use as a reference and resource
* Master Gardener supplies and nametag

**Supervisor**

To apply to become a Master Gardener Volunteer, or to find out more about the program, call or e-mail the [UMaine Extension horticulture expert in your county](https://extension.umaine.edu/gardening/master-gardeners/training-schedule/).

**JOB TITLE: VOLUNTEER EXTENSION MASTER GARDENER COORDINATOR**

Some counties have paid staff who act as volunteer coordinators, others due to size or budget

constraints, do not. For those without a program assistant to help the Co. Ext. staff with the

Extension MG Volunteer Program, a volunteer MG coordinator may be a valuable resource.

**Location**: Georgia Extension office

**Expectations:**

• Set the positive standard for expectation and achievement among MG volunteers.

• Meet regularly with the basic organizational teams Educational Program Team Coordinator(s),

Recruitment and Training Team, Public Relations Team, Resource Development Team, and

Evaluation and Reporting Team) to delegate responsibilities related to managing a MG program

and ensure that MG activities are achieved and meet local needs and keep with the mission and

goals of the University of Georgia Cooperative Extension.

• Train incoming volunteer MG coordinator.

• Oversee report of MG activities, accomplishments, and impacts to the Extension office for

inclusion in the monthly Extension report using the Master Gardener Educational Activity Report

and the Master Gardener Office Activity Report.

**Reporting time and duration:** REPORTS to CEC. The coordinator is responsible for regularly

communicating with the local Extension staff to ensure Extension awareness and approval of MG

activities. The coordinator will oversee the completion of report annually (January) that will be

submitted on the state record-keeping program to document local MG accomplishments and impacts.

**Expected results:** The coordinator is expected to facilitate the local MG program so it meets the needs of

the local community in keeping with the mission and goals of the University of Georgia Cooperative

Extension Service.

**Resources:** Educational Program Team(s), Recruitment and Training Team, Public Relations Team,

Resource Development Team, and Evaluation and Reporting Team.

**JOB TITLE: EXTENSION OFFICE VOLUNTEER**

Training Extension office volunteers is one of the most important functions of the Extension Master

Gardener Program.

**Location**: Extension office

**Duties:**

• Answer phone or e-mail questions on horticultural topics.

• Mail out Extension brochures and other literature upon request.

• Consult with Extension Staff on difficult questions before giving a reply.

• Utilize Extension literature or Extension-approved literature as information source.

• Use current Georgia Pest Control Handbook for non-commercial pesticide recommendations.

• Help walk-in clientele with horticultural questions.

• Use digital diagnostic tools to assist clients.

• Complete MG Gardener Office Activity Log for each session worked in the office.

**Reporting time and duration:** Reports to Local Master Gardener Coordinator. Every Master Gardener is

expected to participate as a Master Gardener Office/Phone Volunteer. Duration and frequency will be

determined by each Extension Office according to local program needs.

**Expected results**: Residents will receive help with their horticultural problems, Extension Offices will be

able to meet the needs of their growing clientele, and volunteers will increase their knowledge of insect

pests, diseases, cultural problems and diagnostic techniques.

**Resources**: The University of Georgia Cooperative Extension Service publications

(www.ugaextension.com), The Georgia Master Gardener Handbook, other Extension or Extension approved

books, pamphlets, fact sheets, etc.

**JOB TITLE: COMPOST TEAM COORDINATOR**

**Location:** Compost demonstration site, Extension office, Home

**Duties**:

• Establishing goals and educational programs for the Extension Master Gardener Volunteer

Compost Team.

• Recruit team and provide proper knowledge of general compost practices to team members.

• Schedule public educational lectures demonstrations at the compost site and other locations, as

needed.

• Schedule community volunteers and MGs to turn, water, and add materials to compost bins, as

needed.

• Have meetings for the MG compost team to provide encouragement and help where needed

and to facilitate planning, evaluation, and reporting of activities.

• Provide materials as requested by the Extension office for demonstration purposes. Train

incoming compost team coordinator.

• Report any activities, accomplishments, and impacts monthly in the Master Gardener

Educational Activity Report.

**Reporting time and duration**: Reports to Local Master Gardener Coordinator. Complete and submit

Master Gardener Educational Activity Report within the month following the activity. Compost site to

be maintained from early spring to late fall. MG composting team should meet regularly as necessary

throughout the year for planning, evaluating, and reporting.

**Expected results**: The coordinator is expected to manage a team of MGs that uses a compost site as a

teaching facility and to help ensure that volunteers (i.e., MG’s 4-H club) are active in the maintenance of

the site. The site should be maintained in a manner that will provide the public with "how to"

knowledge of composting by viewing the bins outside of regularly scheduled educational programs and

demonstrations at the site.

**Resources**: Public library reference materials, Extension reference materials, Georgia Master Gardener

Handbook.

**JOB TITLE: COMPOST TEAM MEMBER**

**Location:** Compost site, Extension office

**Duties:**

• Work with the compost team coordinator to provide to the public with educational lectures and

demonstrations about general compost practices at the compost site and other locations, as

needed.

• Provide materials as requested by the Extension office for demonstration purposes. Assist the

compost team coordinator in recruiting and scheduling community volunteers to turn, water,

and add materials to compost bins, as needed.

• Participate in team meetings for planning, evaluating, and reporting. Assist the coordinator in

training incoming compost team members.

Reporting time and duration: Reports to Compost Team Coordinator. Provides monthly progress reports

to compost team coordinator. Compost site to be maintained from early spring to late fall. MG

composting team should meet regularly as necessary throughout the year for planning, reporting, and

evaluating.

**Expected results:** The MG compost team members should use the compost site as a teaching facility

and ensure that community volunteers are active in the maintenance of the site. The site should be

maintained in a manner that will provide the public with "how to" knowledge of composting by viewing

the bins outside of regularly scheduled educational programs and demonstrations at the site.

**Resources**: Extension reference materials, Georgia Extension Master Gardener Volunteer Handbook,

Home Composter Handbook.

**JOB TITLE: DEMONSTRATION GARDEN TEAM COORDINATOR**

**Location**: Extension office, Garden site

**Duties:**

• Form a garden committee to establish goals, educational programs, and schedule of events at

the demonstration site.

• Work with local MG coordinator and the Extension office to locate a site suitable for the

demonstration garden.

• Recruit MG team for planning, implementing, managing, and evaluating the site.

• Oversee the involvement of community in development of a site/garden plan; acquisition of

materials, such as seeds/transplants, signage, irrigation, etc.; preparation of soil; and

establishment of plantings.

• Work with committee to recruit and schedule community volunteers for development of "clubs"

that are trained by MGs, as needed, for a regular maintenance program (weeding, watering,

insect control, etc.).

• Schedule public educational lectures or demonstrations at the demonstration site, as needed.

• Have meetings for the team to provide encouragement and help where needed, and to facilitate

planning, evaluation, and reporting of activities.

• Train incoming demonstration garden coordinator.

• Report activities, accomplishments, and impacts monthly on the Master Gardener Educational

Activity Report.

**Reporting time and duration**: Reports to local MG Coordinator. Provides monthly reports on the Master

Gardener Educational Activity Report. Demonstration garden site to be maintained from early spring to

late fall and accessible from mid-spring to mid-fall. The MG demonstration garden team should meet

regularly as necessary throughout the year for planning, reporting, and evaluating.

**Expected results:** Teach community residents about environmentally sound horticulture by involving

them in developing and maintaining a garden site that demonstrates current growing/planting methods

and new plant varieties. MGs will increase their knowledge of vegetable/flower gardening.

**Resources:** The Georgia Master Gardener Handbook.

**JOB TITLE: DEMONSTRATION GARDEN TEAM VOLUNTEER**

**Location:** Garden site, Extension office

**Duties:**

• Work with the demonstration garden coordinator to provide to the public with educational

lectures and demonstrations about general gardening practices at the garden site and other

locations, as needed.

• Provide materials as requested by the Extension office for demonstration purposes.

• Assist the demonstration garden team coordinator in recruiting and scheduling volunteers to

plant, water, and maintain the demonstration garden, as needed.

• Participate in team meetings for planning, evaluating, and reporting.

• Assist the coordinator in training incoming team members.

Reporting time and duration: Reports to Demonstration Garden Team Coordinator. Provides monthly

progress reports to demonstration garden team coordinator. Garden site to be maintained from early

spring to late fall. MG garden team should meet regularly as necessary throughout the year for

planning, reporting, and evaluating.

**Expected results**: The MG demonstration garden team members should use the garden site as a

teaching facility and ensure that volunteers are active in the maintenance of the site. The site should be

maintained in a manner that will provide the public with "how to" knowledge of good garden practices

by viewing the site outside of regularly scheduled educational programs and demonstrations at the site.

**Resources**: Extension publications, reference materials, Georgia Master Gardener Handbook.

**JOB TITLE:** HORTICULTURAL NEWS WRITER

**Location:** At home and/or Extension office.

**Duties:**

• Develop topical news articles for regular release to newspapers, radio, and TV or newsletter

published by the Extension office. The news releases would go with a byline as a Georgia

Extension Master Gardener Volunteer. Articles to be developed should be timely and, where

applicable, have the Extension recommendations for the locality where the article is to appear.

Articles can include many topics, such as a "how to" or new plant variety, a warning of a pest

problem and how to manage it, a regular feature column on MG Volunteers at work in the local

county, where to find MG plant clinics and demonstrations, or publicity for a gardening activity

or program in which readers might want to participate.

Reporting time and duration: At the discretion of the volunteer, but at an agreed upon time. The

nature of the article and the use to be made of the article should be approved by an Extension staff prior

to submission for publication.

**Expected results**: Readers will have gardening information relevant to the area and local MG activities.

Volunteers will increase knowledge of gardening and ability to write news articles. Additional training

needed: Orientation in media coverage techniques and exposure to Extension's media resources. Use of

computer and office word processing software.

Resources: Computer and Georgia horticulture and entomology information on the World Wide Web

(http://www.ces.uga.edu) University of Georgia Cooperative Extension publications.

**JOB TITLE**: GARDEN SPEAKER

**Location: Community**

**Duties:**

• Prepare and present programs on a wide variety of horticultural topics to gardening clientele

groups such as garden clubs, civic clubs, homeowners and children’s groups.

• Complete and submit Master Gardener Educational Activity Report by the end of the month in

which the presentation occurred.

**Reporting time and duration**: Reports to Local Master Gardener Coordinator. Depends on type of

scheduling desired by volunteer, local coordinator, and class participants. Complete and submit Master

Gardener Educational Activity Report within the month following the program.

**Expected results:** Residents will have more resources available for horticultural programs. MG will

increase their knowledge of gardening as well as further development of communication skills.

**Resources:** The University of Georgia Cooperative Extension Service publications

(www.ugaextension.com), The Georgia Master Gardener Handbook, other state Extension or Extension approved books, pamphlets, fact sheets, etc.

**JOB TITLE:** EXHIBIT PROJECT COORDINATOR

**Location:** Extension office, county fair site.

**Duties:**

• Coordinate activities of volunteers involved in developing an exhibit that will depict the

horticultural programs offered to county residents through the Extension office. Recruit and

schedule volunteers to staff a plant clinic during the hours that the exhibit is open, ensuring that

all time periods are covered by at least two people and that all volunteers fully understand their

responsibilities at the plant clinic (outlined in a separate task description).

• Accomplishments must be reported on the Master Gardener Educational Activity Report by the

end of the month in which the display was open to the public.

Reporting time and duration: Local Master Gardener Coordinator. As needed.

**Expected results**: A quality exhibit that informs the public of the activities of the Georgia MG volunteers,

the programs available to the public through the Extension office. A plant clinic staffed by MGs that

provides accurate answers to the public and allows for Extension outreach in the community.

**Resources:** MG Exhibit and banner, Georgia Master Gardener Handbook, Extension publications.

**JOB TITLE: COMMUNITY LANDSCAPE PROJECT COORDINATOR**

**Location:** Area or community where project will take place.

**Duties:**

• Recruit a group of local citizens who will work with MGs to improve community landscape sites

and continue with project after MG leadership is removed.

• MGs will provide educational program assistance to a community based beautification project.

• Types of assistance could include working with citizens to evaluate sites to be landscaped;

teaching basic landscape planning and drawing of landscape plans; providing advice on plant

selection; and teaching proper planting techniques, pruning, repair, and maintenance to nonMG

volunteers who will implement the activity.

• Complete and submit Master Gardener Educational Activity Report within the month following

the activity.

Reporting time and duration: Reports to Local Master Gardener Coordinator. Duration will vary with the

project. Outcomes and impacts of the project, including numbers and contributions of non-MG

volunteers, should be reported on the Master Gardener Activity Report.

**Expected results**: Residents of the community will gain knowledge needed to successfully carry out a

landscape project. MG volunteer will increase leadership skills and knowledge of landscaping and

community involvement.

**Resources**: The Georgia Master Gardener Handbook

**JOB TITLE: HOME GARDEN VISIT VOLUNTEER**

**Location:** Area near or neighborhood where volunteer resides. This would be especially helpful in some

suburban area where a single subdivision may contain hundreds of homes.

**Duties:**

• Answer questions relating to ornamental horticulture; vegetable gardening; soil testing; disease,

insect, and weed control; house plants; and related areas.

• Take referral calls from the Extension office on questions relating to ornamental horticulture.

• Provide advice based on the University of Georgia Cooperative Extension recommendations and

provide appropriate publications available from Extension.

• Make home visits as needed

• Fill out and return MG Home Visit Forms to Extension office before the end of each month. For

formal programs, complete and submit Master Gardener Educational Activity Report within the

month following the activity.

Reporting time and duration: Reports to Local Master Gardener Coordinator. Volunteers will work with

neighborhood association to devise a schedule for making their services available. Example: be available

at monthly meetings, take phone calls from 10:00-12:00 Saturdays, make home visits in the evenings.

Will keep a general log of types of situations encountered and recommendations made and use the

Home Visit Form for each client visited. Refer to local Extension staff the names of persons and nature

of problems that could not be answered.

**Expected results:** Residents will have extended resources to solve their gardening problems, and MG

volunteers will increase their knowledge of horticulture.

**Resources:** The Georgia Master Gardener Handbook, University of Georgia Cooperative Extension

publications.

**JOB TITLE: ASK A MASTER GARDENER PLANT CLINIC TEAM COORDINATOR**

**Location:** Libraries, Recreation centers, Shopping centers, Extension offices, County/State fair, Farmers

Markets, local Festivals and other appropriate locations.

**Duties:**

• Work with local MG coordinator or Extension staff(s) to establish regular sites for plant clinics.

• Establish the frequency of plant clinics and schedule the number of hours MGs are to spend at

the clinic.

• Work with Extension staff, local MG coordinator, and MG graphic artist to create plant clinic

promotional materials, , using approved UGA Extension & Master Gardener logos. Branding is an

important part of marketing the Georgia Master Gardener Extension Volunteer program.

• Keep records of clients seen, problems diagnosed, and recommendations given.

Reporting time and duration: Master Gardeners will conduct plant clinics at specified frequencies, at

designated locations, and they will report time spent on clinic work to the Plant Clinic Coordinator. The

Plant Clinic Team Coordinator is responsible for completing and submitting the Master Gardener

Educational Activity Report within the month following the activity.

**Expected results:** Residents will receive help with horticultural problems and volunteers will increase

their knowledge of insect pests, diseases, cultural problems and diagnostic techniques.

**Resources:** The Georgia Master Gardener Handbook, University of Georgia Cooperative Extension

publications.

**JOB TITLE: ASK A MASTER GARDENER PLANT CLINIC TEAM MEMBER**

**Location:** Libraries, Recreation centers, Shopping centers, Extension offices, County/State fair, other

appropriate locations.

**Duties**:

• Team member MGs will be available at prearranged sites and times to examine and diagnose

plant specimens and problems brought in by citizens and make recommendations in compliance

with Extension recommendations and approved practices.

• Keep records of clients seen, problems diagnosed, and recommendations given.

• Forward to Extension staff(s) any materials that MGs cannot diagnose.

• Assist with setup and take-down as well as with staffing plant clinics.

Reporting time and duration: Reports to Plant Clinic Team Coordinator. Master Gardeners will conduct

plant clinics at specified frequencies, at designated locations, and they will report time spent on clinic

work to the Plant Clinic Coordinator.

**Expected results:** Residents will receive help with horticultural problems and volunteers will increase

their knowledge of insect pests, diseases, cultural problems and diagnostic techniques.

**Resources:** The Georgia Master Gardener Handbook, University of Georgia Cooperative Extension

publications.

**JOB TITLE: COMMUNITY GARDEN COORDINATOR**

**Location**: Extension office and/or home, Garden sites

**Duties:**

• Work with FCS staff to develop curriculum to encourage gardening for better nutrition.

• Teach gardening for nutrition programs to target populations, such as food bank participants

and at-risk youth.

• Work with target populations to grow vegetables in community garden plots.

Reporting time and duration: Project will involve year-round planning, evaluation, and reporting, with

implementation occurring mid-spring to mid-fall. For formal programs, complete and submit Master

Gardener Educational Activity Report within the month following the activity.

**Expected results**: Target populations will learn to grow vegetables and to provide food for themselves,

as well as increased self-pride and esteem through success in growing a garden. Volunteers will increase

their knowledge and skill in nutrition and vegetable gardening.

**Resources:** The Georgia Master Gardener Handbook, University of Georgia Cooperative Extension

publications.

**Master Gardener Job Description**

The Cornell master gardener program is designed to develop a program delivery system and necessary teaching resources to assist the Horticulture Program Assistant in meeting the needs of the county residents with horticultural related problems.

**Volunteer’s responsibilities:**

Participate actively in training sessions and keep up-to-date on the latest horticulture information.

Answer consumer questions on horticulture related information for both phone consultations and personal contacts.

Provide reliable, unbiased information Always representing both sides of an issue.

Promote enrollment in Cooperative Extension.

Maintain records of program contacts monthly.

Teach basic horticultural classes to appropriate community groups

Assists with any or all of the following options:

Washington County Fair Booth

Soil Testing Clinics

Plant Diagnostic Clinics

**Volunteer’s Qualifications:**

Basic knowledge of gardening

Enthusiasm

Interest in helping people

Ability to communicate

Knowledge of community resources

Belief in the value of extension’s educational programs

**Training and/or Resources to be Provided:**

Master Gardener training sessions

Master Gardener reference manuals available for use in office or home purchase

Horticulture library in office

Consultations with extension staff

Monthly organizational/ educational meetings

**Time Estimate:**

Master Gardener training session (15 weeks- one weekday per week, 5 hours per session. First year mandatory – following years optional with individual sessions up to the discretion of the participants).

Two half days per month of volunteer service (8 hours)

Monthly organizational/ educational meetings (3 hours)

**Benefits:**

Participate in training programs in all aspects of basic horticulture.

Learn new skills and sharpen old ones.

Meet and work with other individuals interested in horticulture

Acquire valuable work experience (a personnel file is started for each volunteer and includes the initial application, a record of completed training, an annual informal evaluation of job performance and copies of all reference letters sent to prospective employers).

Receive basic program materials provided at no cost.

**Washington State University (WSU) Extension Master Gardener Volunteer Position Description**

**Title** WSU Master Gardener Volunteer

**Purpose** To provide public education in gardening and environmental stewardship using

research-based information from WSU Extension and other universities to address such

critical issues as enhancing natural resources and environmental stewardship, sustaining

vibrant communities, and improving the health and wellness of Washington residents.

**Nature and Scope** WSU Master Gardener Volunteers make it possible for Extension faculty and staff to

reach more people with horticulture programs and home gardening information than

would be possible without them.

Trained and certified WSU Master Gardener Volunteers provide educational programs,

free advice and answers to questions on home gardening and landscape maintenance,

pest management, composting and related topics. This is accomplished through various

formal and informal activities, including plant clinics, telephone or personal contacts,

demonstrations, classes, written materials, school programs, demonstration gardens,

public meetings, tours, etc.

**Requirements**

• Be able to participate fully in the training program provided for WSU Master

Gardener Volunteers.

• Be willing and able to return a county-specific number of public educational service

hours within a predetermined timeframe.

• Be willing to follow the WSU Master Gardener policies and procedures, including

record keeping requirements and responding to reasonable requests for volunteer

service.

• Be willing to abide by WSU Extension’s Pest Management Recommendation

Agreement, giving clients a range of possible options, including cultural, mechanical,

biological, and chemical controls.

• Be able to communicate effectively with the public by telephone, personal contact,

group contact, or through written language.

• Have knowledge of, and experience or skills, in basic gardening or other horticulture

related areas.

• Be able to work with adults and/or youth, and be willing to share home gardening

information with others.

**Supervision -** The Extension staff in charge of the county WSU Master Gardener Program oversees

and coordinates the activities of Master Gardener Volunteers. In some locations, Master

Gardener organizations with an official relationship with WSU Extension may assist

county staff in program administration.

**WSU Extension Master Gardener Mentor Job Description**

**The Goal of the Mentor Program**

The goal of the mentor program is to provide a welcoming atmosphere for new Master

Gardeners from the time they sign up for the MG classes until they become well established in

the program. The mentor’s role is to familiarize new MGs with the program and help them feel

comfortable as they attend training and begin their volunteer service. The time spent on

“mentor work” should be included in your MG Hours Report.

**Duties Include**

1. Calling assigned mentee(s) as soon as possible. Provide your mentees with your name and

phone number so they may contact you if they have any questions. Let them know how training

sessions are structured (handouts, announcements, breaks, etc.), and encourage them to bring

paper and pen for note‐taking. Tell them about the newsletters they will be receiving and what

information they contain.

2. Meeting your mentees sometime very soon after the MG classes begin. Perhaps you could have

lunch together or arrange to meet during break.

3. Contacting your mentees as classes progress to see how everything is going. Discuss the exams

that are required and try to make them less intimidating. Review the opportunities available for

volunteer payback time. Let them know they will be paired with a veteran MG during their first

few clinic assignments or other payback functions. Once again, encourage them to call you if

they have any questions.

**Other Options**

If your county has a Master Gardener Foundation, call and invite your mentees to the

Foundation meetings. Let them know you will be there and arrange to meet them, or you may

want to pick them up for the first meeting.

Network with other mentors, perhaps getting together to talk gardening with a group of

mentors and mentees so the new MGs can widen their circle of MG contacts.

**Note**

Mentors are meant to help new trainees smoothly adapt to the program by offering help and

support where needed. If there are serious concerns about a mentee, personality conflicts, or

other problems, mentors are to pass this information on to the program coordinator. It is not

the mentor’s duty to get involved in any major conflict resolution or assist with a mentee’s

personal problems.

**Michigan State University – Western Wayne County**

**Board and Committee Job Descriptions and Responsibilities**

**Executive Board**

Please Note: Everyone on the Board either as an Executive Board Member or a Committee Chairperson works together as a team brainstorming ideas, making suggestions, and supporting efforts to move our organization forward. This is a friendly and fun environment! The experience and knowledge gained is immeasurable. All terms are 2 years.

**President**

Responsibilities include:

Preside over meetings of the general membership and the Executive Committee. The President will oversee the enforcement of the by-laws and policies as adopted by the Chapter membership.

Represent and serve the Membership in a positive and respectful fashion.

Encourage members to be involved in the decision making process through their suggestions, comments, questions and concerns.

Prepare and distribute agendas for both the Board and Membership meetings.

Lead both meetings.

Stay active and involved in committee activities, attending or otherwise supporting as many as possible.

Encourage and Support Executive Board including MSUE Advisor and Committee Chairs working cooperatively.

Keep a notebook of records to be passed to the next President.

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**Vice President**

Responsibilities include:

In the absence of the President, Secretary, or Treasurer the Vice President shall assume the duties of said office. The Vice President shall oversee all standing committees.

Attend monthly board and membership meetings.

Get involved with committees of choice.

Report any information on committee’s not represented at the board meetings.

As stated in by-laws assume duties of President, Secretary or Treasurer when absent.

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**Secretary**

**Responsibilities include:**

Maintain written records of the Executive Board Committee and General Membership meetings of the Master Gardeners of Western Wayne County (MGWWC)

Provide written Minutes and other information to the MGWWC Executive Board Committee, MSUE Coordinator and Committee Chairperson

Maintain an annual binder of all Minutes, meeting attendance and correspondence belonging to MGWWC

Respond to all correspondence at the direction of the President, MSUE Coordinator and the Committee Chairperson

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**Treasurer**

Responsibilities include:

Manage all Chapter income, expenses and bank account(s) according to the policies and procedure outlined in the Michigan Master Gardener Association Financial Guidebook

Collecting dues and maintaining the membership roster

Providing a financial report to be read and approved at each meeting

Providing an annual financial report that will be audited and submitted to the MSUE office

Needs to be present at meetings

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**President Emeritus**

**Responsibilities include:**

President Emeritus is the immediate past president who holds this office until a new president is elected.  Responsibilities are to perform any duties assigned by the executive committee that are not specified under the other officer’s job descriptions.

Duties may include but are not limited to seeking grants for MGWWC or MSUE projects, liaisons with other groups etc.

**Committee Positions**

**Banquet Chairperson**

**Responsibilities include:**

Assist the Master Gardener Coordinator with the various tasks necessary to ensure a successful annual Banquet and Awards Ceremony.

Coordinate a small committee of Master Gardeners to complete the details of the annual Banquet and Awards Ceremony.

Secure an educational speaker for the event.

Work with the Master Gardener Coordinator with the reports necessary to determine eligibility for certificates and awards.

Coordinate the collection of donated door prizes.

Manage the registration process.

Produce a program to be distributed at the banquet.

Assign volunteers to specific jobs at the Banquet, i.e. set-up of hall, registration, 50/50 ticket sales, clean-up, etc.

Work closely with the Master Gardener Coordinator to provide an exceptional event

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**Educational Events Chairperson**

**Responsibilities include:**

Coordination of the 60 Minute Seminars in February which has developed into one of our major fundraisers.

Work closely with both the MGWWC board and the Master Gardener Coordinator to coordinate (4) inexpensive 60 minute workshops that would be open to the outside public. Our goal is to keep expenses to a bare minimum in order to provide topics of interest to the public but still raise a profit for our group. ($10 a session or $30 for all four sessions for preregistration)

Canvas Master Gardeners and others to select topics of interest for seminars

Present event ideas to MGWWC Board for final selection

With assistance from former Seminar and Event Coordinator locate and secure speakers

Coordinate with speakers and MG Coordinator any special equipment or materials that will needed for each session

Send advertisement requests to free venues (e.g. Free Press, Observer, News Herald, Zvents and Michigan Gardener Magazine)

Create and maintain spreadsheet to track attendees and payment activity

Recruit person(s) to coordinate administrative details (e.g. send email communications to participants, registration, check in, ensure beverages and cookies are provided, cleanup)

Work with Treasurer to transfer funds collected on a timely basis and/or obtain checks to pay for supplies, etc.

Develop and coordinate other activities throughout the year that the public would be willing to pay to attend

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**Scholarships Chairperson**

**Responsibilities include:**

Solicit applicants for awards

Review applications

Present applicants to board for approval

Notify award winners

Deposit award winners' checks into their student accounts at appropriate schools

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**Hospitality Chairperson**

**Responsibilities include:**

Making and/or purchasing of finger-food refreshments, beverages and paper and plastic, etc. as needed for General Membership meetings

Coordinate set up to occur approximately one hour before the meetings

Coordination of refreshment contributions from other members including special occasions:

Purchase of ham, condiments, beverages and paper and plastic, etc. as needed for Holiday Party

Purchase of hotdogs, hamburgers, veggie burgers, buns, condiments and paper and plastic, etc. as needed for June / September Potlucks and "special" gardening days.

Coordinate cleanup so it is completed prior to 8:45pm. Members MUST be off-premises by 9pm in accordance with RESA guidelines

Submit receipt(s) for food and other items to Treasurer on timely basis for reimbursement

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**Membership Chairperson**

**Responsibilities include:**

Keep existing Excel spreadsheet updated with members' names, addresses, phone numbers, email addresses and paid status

Keep existing Google email distribution list updated with members' names, email addresses and phone numbers

December thru March - collect annual dues:

Send emails to members soliciting annual dues

Collect dues and updated membership forms from members (at general meetings and/or via mail)

Update membership spreadsheet to reflect payment

Give funds to Treasurer

End of March remove names of dropped members from spreadsheet and email distribution list

Send copies of updated membership spreadsheet to Board members (Distribution list name: MGWWC Board)

Keep copies of existing membership forms

Share member interests indicated on membership forms with Board to aid volunteerism

September thru June - send emails each month to members reminding them of upcoming Membership and Board meetings

Attend and participate in MGWWC Board Meetings

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**Web Page**

**Responsibilities include:**

Work closely with the MGWWC Board, the MG Coordinator and other outside individuals and groups to provide updated communication to both MGWWC Members and the general public.

Maintain MGWWC Web site and Facebook page with current information about topics of interest

Ensure MGWWC Website Facebook page meet with all security and confidentiality guidelines

Work closely with MG Coordinator to ensure material is appropriate and contains no objectionable material

Send emails to MGWWC Board and/or Members to keep them informed of current topics of interest

Work closely with Membership Coordinator to maintain current MGWWC Board and General Membership email distribution list

Attend and participate in Board Meetings

