

MASTER GARDENER SAMPLE JOB DESCRIPTIONS

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 counties without a program assistant to help the County Extension Staff with the Extension Master Gardener Volunteer Program, a volunteer acting as local MG coordinator may be a valuable resource.

Location: Extension office

Duties:

- 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 non-MG 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 increase 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.