

Master Gardener Program

WSU Extension Master Gardener Program Coordinator Position Description

Updated 06/2013

Position Summary: The County Extension Master Gardener Program Coordinator (PC) is responsible for volunteer training and management in the County. PCs are primarily responsible for recruiting and selecting volunteers, planning and facilitating volunteer training sessions, and coordinating volunteer activities. Additionally, PCs make sure volunteers record their hours, meet all requirements for certification in the WSU Extension MG Program, certify volunteers upon completion of requirements, keep records for end of year reports and participate in webinars and conferences for PCs.

Line of Responsibility: This position reports directly to the WSU Extension Educator responsible for the MG Volunteer Program in the County. The PC position may be held by a faculty member, staff person or a volunteer who has been appointed by the WSU Extension Educator responsible for the MG Volunteer Program in the County. Staff members and volunteers in the PC position should be in close communication with the local Extension Educator or the State MG Program Leader in performing essential duties and responsibilities. Master Gardener committees addressing educational projects and activities report to the Program Coordinator.

Essential Duties and Responsibilities:

Orientation and On-going Training for Program Coordinators

Contact the State MG Program Leader as soon as you are hired or appointed as a MG Program Coordinator.

Watch the *Program Coordinator Training* modules, located on the state MG website. Be familiar with, and have ready access to, the MG website and a copy of the *WSU MG Program Handbook* and be familiar with County policy as it relates to Master Gardener programming.

Attend meetings and webinars for WSU Extension Master Gardener Program Coordinators and, if possible, attend the Annual Master Gardener Advanced Education Conferences.

Recruitment

Promote the MG volunteer program and recruit volunteers using the application materials on the state MG website.

Select volunteers (a selection committee is recommended).

Complete background checks with the assistance of 4-H staff or faculty, then send letters of acceptance or regret. See webinar on State MG Program website March 2013 - *Handling background check for volunteers, what to do when offenses appear, keeping records and applications...*

Maintain volunteer files with application, background check, and *Pest Management Recommendation Form* (found on State MG Program website).

Plan for orientation sessions for accepted or potential volunteers using the *MG Orientation Webinar* on the state MG website.

Training of Volunteers

Work with State MG Program Leader and WSU Extension faculty to coordinate the WSU MG online training and the face to face classes in the County.

Coordinate mentoring program for new trainees.

Monitor MG trainees' progress with the online modules, quizzes and final exam.

Facilitate on-going Continuing Education (CE) for Master Gardeners.

Outreach

Determine educational needs in local communities and plan educational programs with Master Gardeners to meet those needs.

Volunteer Management and Communications

Add new interns to the WSU Volunteer Hours database and monitor all volunteers' hours to assure minimums are being met for certification and recertification requirements, including the collection of reapplications every year from each volunteer.

Coordinate recognition of volunteers. Keep track of the number of years volunteers have been in program and order the 5-year increment pins from State office to recognize their service.

Maintain up-to-date membership roster.

Schedule, organize, and evaluate educational activities performed by Master Gardener Volunteers and keep records for end of year reports.

Coordinate the operation of the WSU Extension Master Gardener Diagnostic Clinics in the County (if applicable.)

Coordinate and manage the production of internal communication channels (newsletters, website, listserv, Facebook, etc,) for WSU County Extension MG volunteers.

Serve as a liaison between the County MG Foundation and the WSU County Extension Master Gardener Program; collaborate with, and provide guidance to, the Foundation's fundraising efforts.

Working Conditions: Work is generally performed indoors or at training sites and community events. Travel to local events required. Weekend and evening activities may be required.