

Duties and Responsibilities of Extension Faculty with Responsibilities for a WSU County Master Gardener Program

Position Summary: The County Extension Faculty with Master Gardener Program duties is responsible for implementation or oversight of volunteer training and management in the County. Faculty coordinate recruitment and selection of volunteers, and plan and facilitate volunteer training sessions with the help of a Master Gardener Program Coordinator or MG volunteers. Faculty also approve all MG volunteer activities that are sponsored by or co-sponsored with WSU Extension. Faculty oversee the tracking of volunteer hours with the help of the MG Program Coordinator or MG volunteers, and keep updated on how many volunteers meet their requirements to become certified in the WSU Extension MG Program. Additionally, the County Faculty insures that classes and workshops, clinics, and other programs, including evaluation data are recorded and included in the WSU Extension State Master Gardener Program end of year report.

Line of Responsibility: This position provides oversight of the program and works with the Master Gardener Program Coordinator (who may be a volunteer, or volunteers) in that county, MG volunteers, and the State Master Gardener Program Leader. The faculty position is held by a WSU Extension Faculty member who has been assigned Master Gardener Program duties in that county. Faculty insure that Master Gardener volunteers address the identified educational objectives and issues that fulfill the needs of that county.

Essential Duties and Responsibilities:

Orientation and On-going Training:

The State Program Leader should be contacted by either the County Extension Director or the new Faculty as soon as a new Faculty member has been assigned duties for the Master Gardener Program in the County.

A *Program Coordinator Training* module located on the State MG Program website is a resource for new Faculty regarding how to work with Master Gardener volunteers, how to address disciplinary action, and other information pertinent to managing a MG Volunteer Program.

It is strongly suggested that Faculty attend the Master Gardener Program Coordinator semi-annual meetings. Whenever possible, they should either participate in the monthly webinars hosted by the State Program Leader or be updated by a MG Program Coordinator, or by an assigned Master Gardener Volunteer on the main points discussed during the webinar.

Recruitment

Promote the MG Volunteer Program and develop a recruitment plan with the MG Program Coordinator or a designated MG volunteer(s). Materials to assist with recruitment can be found on the WSU Extension State MG Program website.

Faculty should be updated on any problems regarding selection of new volunteers. A selection committee comprised of experienced Master Gardeners and the MG Program Coordinator (when possible) is suggested.

Insure background checks (through the WSP Criminal History website) are completed on all new volunteers and that letters of acceptance or regret are sent to the applicants. See webinar on State MG Program website March 2013 – *Handling background checks for volunteers, what to do when offenses appear, keeping records and applications...*

Insure that volunteer files are kept secure and well maintained with their application, background check, and *Pest Management Recommendation Form* (found on State Program website).

Plan for orientation sessions with the Program Coordinator or with the help of volunteers using the *MG Orientation Webinar* on the state MG website.

Training of Volunteers

With the help of the Program Coordinator or MG volunteers, work with the State MG Program Leader to coordinate the WSU MG online training.

If possible, insure mentors are assigned for new trainees and provide clear guidelines (found on the State MG Program website).

Monitor or keep informed on MG trainee's progress with the online modules, quizzes and final exam.

Insure that volunteers have read the MG Policy Handbook available on the State MG Program website.

Oversee the facilitation of on-going Continuing Education (CE) for Master Gardeners to make sure the classes are approved by WSU Extension for Master Gardener CE. Guidelines are available on the State MG Program website – *Continuing Education Policy for MG Volunteers*. With the help of the Program Coordinator or MG volunteers, make sure that requirements, such as the "Put the Child First" training, have been met.

Insure that all active MGs meet the Continuing Education requirement for recertification.

Outreach

Determine educational needs in local communities and help the Program Coordinator or MG volunteers set educational objectives and plan programs to meet those objectives.

Volunteer Management and Communications

With the help of the Program Coordinator or MG volunteers, insure all new interns are added to the WSU Volunteer Hours database and monitor volunteer hours to assure minimums are being met for certification and recertification requirements. This includes the collection of reapplications every year from each volunteer.

With the help of the Program Coordinator or MG volunteers, coordinate recognition of volunteers. Oversee the tracking of the number of years volunteers have been in the program and order 5-year increment pins from the State MG office to recognize their service.

Insure that the membership roster is kept updated.

Provide approval for, and help plan evaluation of, educational activities performed by Master Gardener Volunteers and insure records are kept for end of year county and state reports.

Provide final approval of all WSU Extension Master Gardener Diagnostic Clinics in the County.

Coordinate and oversee 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. Insure that an MOA is in place with the local MG Foundation and kept up to date.

Serve as a liaison between the Master Gardener Program and other programs within Extension such as 4-H, FoodSense (SNAP ED), and other WSU Extension programs where collaboration is needed or can be enhanced by with the help from Master Gardeners.

Attend County MG Foundation meetings where possible, or assign the MG Program Coordinator or a MG volunteer to receive updates on the foundation's meetings.

Insure that the MG Coordinator and MG volunteers are aware of, and in compliance with, all state and federal civil rights laws and regulations.