



## POSITION DESCRIPTION



**TITLE:** Master Gardener Volunteer.

**PURPOSE:** To extend Cooperative Extension's educational programs and science-based information in the areas of horticulture, gardening, and small-scale food production through the elective use of trained and certified volunteer Master Gardeners.

**BRIEF DESCRIPTION OF THE POSITION:** A Master Gardener is a non-paid staff member of the University of California Cooperative Extension who: answers questions, diagnoses plant problems, and gives horticulture assistance to the public by telephone, personal visits, plant clinics, demonstrations, talks, and mass media on vegetable gardening, trees, shrubs, soils, lawns, diseases, insects, and related topics. Usually assistance is requested within reasonable distance.

- Cooperates with and assists the County Cooperative Extension staff.
- Helps to prepare for, organize, and conduct specific educational activities.
- Keeps appropriate records of service time spent and contacts made.

**REQUIREMENTS:** Will complete an extensive training program in plant science and horticulture and pass a written exam.

Will devote a minimum of 50 hours of Master Gardener volunteer time in activities mutually agreed upon with the advisor.

Has knowledge and skills in basic ornamental horticulture, gardening, and general related areas. Master Gardeners can specialize as they wish.

Is able to effectively communicate with the public by telephone, personal contact, and/or group contact and through written language.

Will be responsible to the Extension Advisor in charge of the Master Gardener Program.

**SUPERVISION:** The Master Gardener Program Coordinator provides supervision and support to the volunteer Master Gardener. The Farm Advisor will assign, review, and assess work, and provide for in-service training based upon needs of the Master Gardener.

**USE OF TITLE:** The UCCE "Master Gardener" title is to be used only and exclusively in the University of California Cooperative Extension Volunteer Master Gardener program and not for commercial purposes. Persons are expected to identify themselves as Master Gardeners only when performing volunteer work in the UCCE-sponsored program. When certification lapses, the Master Gardener title may no longer be used. However, training, experience, and certification gained in the Master Gardener program may rightfully be used as qualifications when seeking employment.

**LIABILITY:** UCCE Master Gardeners are agents of the University and are covered by University liability insurance. This coverage applies only when acting in an official capacity and in relation to personal injury. No coverage applies or is implied for any other reasons.

**RECOMMENDATIONS:** Master Gardeners shall follow published UCCE recommendations and only in the areas of home and vegetable gardening. Questions concerning pest control and commercial crops or plants are to be referred to the local Farm Advisor.