

## VOLUNTEER SERVICE DESCRIPTIONS

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The following are some of the projects the UC Master Gardeners will be asked to spend their volunteer time in:

**Public Service Phone Calls and Visitors** - At the County Cooperative Extension offices there is a Master Gardener office with a reference library. Master Gardeners staff this office answering telephone and visitor home gardening questions. Plant identification, pesticide recommendations, pruning, identifying insects, diagnosing plant problems, how to fertilize and managing clay soils are just a few of the topics UC Master Gardeners handle when answering public service calls.

**Talks and Classes** - Talks or classes occur at locations such as, the Community gardens, schools, the library, homeowners' associations, seniors' groups and others. Often the organizations call the Cooperative Extension office to request a speaker or class on specific topics which are scheduled by the Master Gardener Program Coordinator and associated Co-Coordinators.

**Workshops** - are a similar to classes but take a **"hands on"** approach to learning in which may involve but not limited to, demonstrating how to plant a tree, preparing for and planting a vegetable garden, or showing how to prune. The workshops are delivered with the intention of extending UC researched knowledge to the public more active means.

**Farmer's Markets** - May through October, Master Gardeners staff a Master Gardener booth at the Yuba City Farmers Market at the Town Square answering questions and providing gardening information.

Home Show - Master Gardeners set up and staff a plant clinic and information booth at the Home Show. Plant and garden questions are answered and publications given out. Because of the importance of this exhibit, all Master Gardeners may become involved.

**Farm Day and Fair** – Master Gardeners assist the Farm Bureau with demonstrations and/or presentations.

**Newsletter** - Writing opportunities include newsletter articles.

**Plant Clinics** - Clinics may be scheduled and held at community gardens, nurseries, libraries or other appropriate settings. These clinics offer the public a chance to bring their plant questions and get answers on a wide range of garden topics. The clinics are an effort to reach more people out in their communities. Some of the clinics may feature a particular topic and require Master Gardeners to prepare and give a talk on such things as: backyard bugs, landscaping for water conservation, native plants, herbs, winter vegetable gardening, pruning fruit trees, establishing a new yard, and other topics. Some clinics may strictly help people with their plant and garden questions, whatever they might be, with no particular subject featured. Clinics are usually held on weekends for two – three hours.

**Expectations:** Talks, classes, demonstrations, workshops, and plant clinics often involve the UC Master Gardener in public speaking. Advance research and preparation may also be necessary, however if there are questions that cannot be answered, it can be recorded, researched and relayed to the community member at a later date and time. In addition, to accomplish the UC Master Gardener Program mission, a cadre of local UC Master Gardeners are developing basic lessons that can be used for talks, classes and workshops.

## POSITION DESCRIPTION

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**Title:** UC Master Gardener Volunteer (Sutter and Yuba Counties)

**Purpose:** To extend research based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of Sutter and Yuba Counties.

### **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, at plant clinics, Farmers Markets, community gardens, demonstrations, talks and through mass media on vegetable gardening, trees, shrubs, soil, lawns, diseases, insects and related topics.

Cooperates with and assists the County Cooperative Extension staff.

Helps to prepare for, organize and conduct specific educational activities.

Keeps appropriate records of volunteer hours and contacts made.

### **Requirements:**

Will complete a 64 hour training program in plant science and horticulture and pass a written exam. Will be fingerprinted by the Probation Office for residents in Sutter or Yuba Counties.

Will devote a minimum of 50 hours of Master Gardener volunteer time in activities mutually agreed upon with the advisor and attend 6 hours of monthly meetings and/or field trips within one year. Thereafter, to remain a UC Master Gardener, 25 hours of volunteer time and 12 hours of continuing education are required each year.

Has knowledge and skills in basic ornamental horticulture, gardening and general related areas.

Must be able to schedule time so as to be available to do the kinds of volunteer work listed in the Volunteer Activities Descriptions.

Will submit records of volunteer activities and contacts.

In all activities for which hours are reported as UC Master Gardener time, will represent themselves as a UC Master Gardener either by listing themselves as such in written material or by wearing their badge or introducing themselves as a UC Master Gardener.

Will not use the UC Master Gardener title for commercial purposed or monetary gain.

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

Enjoys working with people and is able to work with many different types of people.

Is a self-starter and completes assigned tasks. Will be responsible to the Extension Advisor in charge of the UC Master Gardener Program.

### **Supervision:**

The Extension Advisor in charge of the UC Master Gardener Program and the MG Co-coordinators provide supervision and support to the volunteer UC Master Gardener.

They will assign, review and assess work.

They will provide for in-service training based upon needs of the UC Master Gardener.

They will provide for space, telephone and other needed support.

The County Director ultimately certifies a UC Master Gardener.