



Master Gardener Volunteer Educator

Position Description

OSU Extension, Hancock County

Title: Master Gardener Volunteer

Time Required: Volunteer hours vary from week to week depending on task, but will generally be needed during weekday hours. There may be some opportunity for volunteering from home on web based or record keeping tasks. A total of 50 hours must be completed within the first year and each successive year, a total of 25 hours must be completed.

Location: 7868 CR 140, Suite B Findlay, OH, and various locations around Hancock County

General Purpose: To expand OSU Extension's ability to meet the needs of Hancock County citizens in amateur (consumer) horticulture (including culture, plant pathology, entomology, etc.) by assisting in developing, presenting, and assisting in programs, making and interpreting Extension recommendations for consumers, and diagnosing plant problems.

Specific Responsibilities:

- To answer consumer inquiries by telephone and occasionally assist office visitors with plant/insect samples for identification or diagnosis.
- To interpret information from Extension material, thus simplifying technical information for the public.
- To present gardening programs for organized groups and/or in Extension programs.
- To distribute Extension information when in public settings, such as garden center clinics, Leisure Living Show, etc.
- To assist with youth programming.
- To assist teachers and/or children in gardening education in school settings or in individual evaluations
- To work with cultivar evaluations in special trial gardens.
- To assist in occasional fund raising efforts for program outreach and engagement
- To keep abreast of current information via the volunteer newsletter, new publications, and weekly state newsletters.
- To consult with appropriate Extension Educator or staff when in doubt about recommendations.
- To keep accurate records of consumer contacts and volunteer efforts and meet program deadlines as requested.
- To assist with occasional office work as needed, such as mailings, collating handouts, assembling manuals, etc.

Qualifications: Must exhibit an interest in and knowledge of gardening. Must be able to read, write and comprehend information presented in training sessions, and be able to communicate it back to the gardening public. Must complete all weekly homework and pass the final exam to become a volunteer in the program. Must be able to communicate with the public by phone and deal courteously when visiting public. Must provide own transportation to training and volunteer site(s) (unless carpooling is available).

Support Provided: In addition to the training manual, the Extension Office has numerous resources to assist volunteers in answering questions and requests. In the event a volunteer is unable to assist a consumer, questions and requests can be forwarded to the Extension Educator.

Mentor: Nancy Kronberg, County Coordinator, Hancock County Extension. This person is responsible for the Master Gardener Volunteer program, and provides supervision and support to volunteers. She will provide assistance in assigning, reviewing and assessing volunteer and educational opportunities.

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