



# Oregon State University Extension Service Master Gardener™ Position Description



**Title:** Oregon State University Extension Service Master Gardener™ Volunteer

**Purpose:** To provide OSU Extension Service educational programs on sustainable home horticulture (including vegetable, tree fruit, small fruit, lawn and landscape maintenance, pest management and associated topics) to the general public by using research based and objective information.

### Brief description of the position

- Answers general public questions and inquiries about gardening, landscape maintenance, pest management and related topics by telephone; at clinics, demonstrations, workshops, or informal classes; or in other ways possible and practical.
- Cooperates with an assists local OSU Extension staff.
- May assist in preparation of specific educational resources.
- Keeps appropriate records, such as volunteer hours and public contacts; client questions and contact information.

### Optional assigned duties (check if applicable)

- Works directly with persons under the age of 18 years, as part of their assigned volunteer service; in school gardens, community gardens, school garden programs, or in other venues
- Drives a motor vehicle on behalf of Oregon State University Extension, as part of their assigned volunteer service

### Requirements

- Must be available to participate in the training program for Master Gardener volunteers.
- Must be available to provide volunteer service to OSU Extension during the year that training is completed, and equivalent to the number of hours of training received.
- Must be able to effectively communicate with the public by telephone, personal contact, group contact, or in writing.
- Must demonstrate a commitment to diversity and to ensuring equal opportunity for those wishing to benefit from OSU Extension programs and services.
- Should have some knowledge and skills in basic horticulture and related areas.
- Should enjoy working with people.

### Supervision

- The county Extension agent with responsibility for the local Master Gardener program provides overall supervision and support.
- Immediate supervision and support may be provided by a program assistant or a program coordinator, if available.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OSU Extension Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_