



2014 Master Gardener Program

Master Gardener Position Description

*Master Gardeners of Cuyahoga County
Ohio State University Extension*

*P.O. Box 603330
Cleveland, Ohio 44103*

General Description

To support Ohio State University Extension, Cuyahoga County in meeting the needs of our citizens in the area of consumer horticulture by assisting with educational programs, diagnosing plant problems, and making cultural and pest management recommendations.

Specific Responsibilities:

- Answer consumer's telephone inquiries.
- Assist with establishing and maintaining demonstration gardens.
- Assist teachers, and/or children with gardening education projects in school or club settings.
- Interpret information from Extension bulletins and fact sheets for the general public.
- Distribute Extension information to the public at such events as garden center plant clinics, Farmer's Markets, Home and Garden Shows, etc.
- Assist with Extension educational programming, such as talks for garden clubs, Extension sponsored workshops, etc.
- Keep records of consumer contacts and volunteer activities.

Time Required

Volunteer hours may vary from week to week, will generally be needed during regular work hours, although some evening and weekend opportunities exist. A total of 50 hours must be by the end of the calendar year.

Qualifications

The Master Gardener volunteer must show an interest in, enthusiasm for, and knowledge of gardening. He/she must be able to communicate with the public by phone and deal courteously with visiting public and Extension program participants. He/she must be able to read, write and comprehend the information presented in the training sessions, and be able to communicate that information to the gardening public. The Master Gardener volunteer must pass all weekly quizzes and the final exam in order to volunteer in the program. He/she must provide his/her own transportation to training and volunteer activities.

Location: County office and various locations around the county.

Support Provided

In addition to the Ohio Master Gardener Manual, Master Gardeners have at their disposal office reference materials and Internet resources to assist in answering questions and requests for information. If the Master Gardener is unable to assist a consumer, questions and requests are referred to the Extension Educator or other appropriate staff.

Mentor

An Extension Educator will provide general coordination, supervision and support to the Master Gardener volunteers. He/she will assign, review and evaluate volunteer activities.