



UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION  
**MASTER GARDENER VOLUNTEER PROGRAM**

of Tulare/Kings Counties

**POSITION DESCRIPTION**



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**Title: UC MASTER GARDENER VOLUNTEER**

**Purpose of the Master Gardener Volunteer Program**

To extend UC Cooperative Extension's educational programs in the areas of horticulture, gardening, and backyard food production through the elective use of trained and certified volunteer Master Gardeners.

**Brief Description of the Position**

A Master Gardener is a "formal volunteer" of the University of California Cooperative Extension who:

Answers questions, diagnoses plant problems and gives horticultural assistance to the public via telephone, plant clinics, demonstrations, talks and the mass media on *flowers, houseplants, vegetable gardening, fruit and landscape trees, lawns, diseases, insects (home and garden), weeds, soils and water, pesticides, Gardening "Central Valley Style", and related topics*. Pesticide recommendations must be those of the University of California.

- ◆ Cooperates with and assists the UCCE Farm Advisors and Tulare & Kings County staff.
- ◆ Helps prepare and organize specific educational activities.
- ◆ Keeps appropriate records of volunteer service time and contacts made.
- ◆ Assists in the administration of the UC Master Gardener Program of Tulare-Kings Counties.

**Requirements of a Master Gardener**

- ◆ Will pay a \$130.00 program fee prior to the start of the training program (to cover cost of educational materials).
- ◆ Will complete a background check including fingerprints prior to graduation from the training program.
- ◆ Will complete a 50-hour (approximately 18 weeks) training program in plant science and horticulture and pass a written exam to become a **Master Gardener**. The training program provides a basic, general, integrated and practical course in horticulture and pest management. *Each MG trainee is expected to attend every weekly training session.*
- ◆ In exchange for the training made possible through UC Cooperative Extension and to continue as a Certified Master Gardener you must complete 12 hours of post-training continuing education and volunteer a minimum of 50 hours of time within one year of completing the training program in activities that support Cooperative Extension's educational programs in home horticulture that are approved by the Master Gardener advisor.

- ◆ **To remain a Certified Master Gardener**, each year he/she will give 25 hours of volunteer time plus complete 12 hours of continuing education.
- ◆ Must be able to schedule time so as to be available to do the kinds of volunteer work listed in the Volunteer Service Description.
- ◆ Will submit monthly records of volunteer activities and contacts.
- ◆ In all activities for which hours are reported, Master Gardeners will represent themselves as a UC Master Gardener either by listing themselves as such in written materials or by wearing their badge or introducing themselves as a Master Gardener.
- ◆ Will not use the Master Gardener title while conducting commercial activities for monetary gain.
- ◆ Must 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 UC Cooperative Extension Advisor in charge of the Master Gardener volunteer program.

### **Supervision**

- ◆ A Cooperative Extension advisor will provide supervision and support to the Master Gardener volunteer program.
- ◆ The MG Advisor may assign, review and assess work.
- ◆ The MG Advisor will help coordinate in-service training.
- ◆ The MG Advisor will provide space, telephone and other needed support.

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