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The Mission of the Master Gardeners is to extend research-based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of California.

Project Team Administrator

Major Responsibilities

Position Title: Project Team Administrator for Metro Riverside, South County, Coachella Valley

Reports to: UC Master Gardener (MG) Program of Riverside County (RC) Volunteer Services Coordinator (VSC)

Contacts: VSC, Regional Coordinator, Project Team Administrators, Project Leads

General Position Description

Serve as the **Project Team Administrator** contact for a project that operates across the three Riverside County regions: Metro Riverside, South County, and Coachella Valley. Coordinate with the Project Leads to support that specific project across Riverside County. Support and find new opportunities in Riverside County for that specific project. Collaborate with current MGs and new candidates for UC Master Gardener Program of Riverside County in support of that project.

Responsibilities and Duties

- Maintain ongoing knowledge of that project's activities, attendance, successes and challenges in each region.
 - ✓ Regularly attend and volunteer at specific project events to understand current status
 - ✓ Monitor VMS for volunteer opportunities and attendance to assess the project's needs
 - ✓ Support the Project Leads for assistance as needed
- Collaborate with Project Leads to develop an annual county project budget for the fiscal year.
 - ✓ Monitor county project expenditures and revenues to maintain program/cost effectiveness
- Collaborate with VSC regarding the region's events, volunteer opportunities, and issues.
 - ✓ Review monthly reports from the Project Leads
 - ✓ Write monthly report to VSC highlighting pertinent successes and issues of county project
- Lead monthly meetings with Project Leads for specific project.



- ✓ Support and respond to needs, challenges, and successes of specific project
- Attend and contribute to quarterly Project Team Administrators' meetings with VSC.
- Assist VSC and Training Class Coordinator with MG Trainee applicant selection and orientation process.
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 - ✓ Participate in applicant interviews if available
 - ✓ Attend MG Informational Sessions for prospective trainees
 - ✓ Provide a brief "Welcome" at the MG Trainee Orientation class
- Assist VSC and Training Class Coordinator with MG Trainees for the project as needed.
- Be contact and resource for all MGs in the designated project.
- Delegate duties as needed.

Qualifications

Education:

- Completion of the University of California (UC) Master Gardener Program of Riverside County (UCMGRC)
- Certified by the UC Master Gardener Program
- Maintain active status as a UC MG Program volunteer of Riverside County

Experience:

- At least 250 hours as a UC Master Gardener of Riverside County
- Previous experience as a previously elected officer or previous Project Coordinator or new Project Lead, preferred

Key Competencies:

- People skills working with diverse personalities
- Knowledge of stakeholders and leaders within the region
- Understanding of the region's cultural, social and logistical landscape
- Strong commitment to create an inclusive environment and positive experience
- Organizational skills
- Communication skills
- Computer skills – facility with Word, Excel, Volunteer Management System (VMS), Collaborative Tools System (CTS), internet search and use of scientifically based websites (i.e., UCANR)
- Ability to conduct effective meetings (as needed)
- Ability to promote and maintain the mission of the UC Master Gardener Program