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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 practice to the residents of California.

Regional Coordinator

Major Responsibilities

Position Title: Regional (Metro Riverside, South County, Coachella Valley)

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

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

General Position Description

Serve as the **Regional Coordinator** contact for either Metro Riverside, South County, or Coachella Valley for other Riverside County MGs (RCMG). Coordinate with Project Team Administrators and Project Leads for that region. Support and find new opportunities for regional projects. Support current MGs and new candidates for UC Master Gardener Program of Riverside County.

Responsibilities and Duties

- Maintain ongoing knowledge of region's Master Gardener activities, attendance, successes and challenges.
 - ✓ Regularly attend and volunteer at regional events to understand current status
 - ✓ Monitor VMS for volunteer opportunities and attendance to assess the needs of the region
 - ✓ Support Project Team Administrators and Project Leads for assistance as needed
- Collaborate with VSC regarding the region's events, volunteer opportunities, new projects, and issues.
 - ✓ Review monthly reports from the Project Team Administrators for that region
- Attend regional meetings as needed with Project Team Administrators and Project Leads.
 - ✓ Support and respond to needs, challenges, and successes of region's projects
- Attend and contribute to quarterly Regional Administrator's meetings with VSC.
- Collaborate with VSC on new projects to ascertain adherence to Master Garden Mission.



- Assist VSC and Training Class Coordinator with MG Trainee applicant selection and orientation.
 - ✓ Assist with MG Trainee applicant selection and orientation process
 - ✓ 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 from region as needed.
- Be contact and resource for all MGs in the designated region.
- 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 previous officer or previous Project Coordinator or Project Team Administrator, 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