



## ***DRAFT***

*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 Lead**

#### **Major Responsibilities**

**Position Title:** Project Lead for either Metro Riverside, South County, or Coachella Valley

**Reports to:** UC Master Gardener (MG) Program of Riverside County (RC) Volunteer Services Coordinator (VSC), Project Team Administrator

**Contacts:** VSC, Regional Coordinator, Project Team Administrator, Project Leads, MGs

#### **General Position Description**

Serve as the **Project Lead** for MGs volunteering for a specific project in a designated region: Metro Riverside, South County, or Coachella Valley. Coordinate project activities for volunteers in that region. Collaborate with the Project Team Administrator and Regional Coordinator to support success of the project and of the MG volunteers.

#### **Responsibilities and Duties**

- Organize, manage, and lead regional project according to Standard Operating Procedures for that project.
- Train volunteers in expected knowledge, skills, and behaviors required to successfully volunteer for the project and provide services to the community in accordance with the MG Mission.
- Recruit MG veterans and trainees to volunteer for this regional project.
- Collaborate with Project Team Administrator regarding the region's events, volunteer opportunities, and issues.
  - ✓ Write short monthly summary to the Project Team Administrator highlighting pertinent successes and any issues of regional project.
- Attend meetings led by Project Team Administrator along with other Project Leads to build greater project consistency and success across the County.
  - ✓ Support and respond to needs, challenges, and successes of specific project.
- Post volunteer opportunities on VMS, including name of event, date, location, number of volunteers needed.



- Maintain ongoing knowledge of specific project's activities, attendance, successes and challenges in that designated region.
  - ✓ Monitor VMS for volunteer opportunities and attendance to assess the project's needs
- Determine what equipment and materials are needed for each project activity/event; determine who will check it out, transport equipment, and return to MG Office.
- Be contact and resource for all MGs in this 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 100 hours as a UC Master Gardener of Riverside County
- Previous experience as a previously elected officer or previous Project Coordinator or new Project Lead

#### *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