

Napa MG Program Analyst Introduction

Formerly MG Volunteer Program
Coordinator

Presented by:
Jessica Sandoval
Master Gardener Program Analyst

2/29/2024



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Program Coordinator Overview



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Official Titles vs Working Titles

- **Working Title:**

- Program Coordinator (From UC MG Statewide)
- Office Manager

- **UC Funded Official Titles:**

- Community Education Specialists
- Office Manager

- **County Funded Official Title:**

- Yvonne: Volunteer Program Coordinator
- Jessica: Staff Services Analyst II (Department) -> MG Program Analyst (Current)



County Program Coordinators

<p>Madera: Denise Cuendett Title: Program Coordinator Phone: (559) 241-7535 Email: dhcuendett@ucanr.edu</p>	<p>Marin: Steven Swain Title: Advisor Phone: (415) 473-4204 Email: svswain@ucanr.edu</p>	<p>Mariposa: Sheri Mace Title: Program Coordinator Phone: (209) 966-2417 Email: smace@ucanr.edu</p>
<p>Mendocino: Michelle Stout Title: Program Coordinator Phone: (707) 463-4994 Email: mastout@ucanr.edu</p>	<p>Merced: Maxwell Norton Title: Farm Advisor - Emeritus Phone: (209) 385-7403 Email: mnorton@ucanr.edu</p>	<p>Mono: Dustin Blakey Title: County Director Phone: (760) 873-7854 Email: dwblakey@ucanr.edu</p>
<p>Monterey: Maria de la Fuente Title: County Director Phone: (831) 763-8013 Email: medelafuente@ucanr.edu</p>	<p>Napa: Jessica Sandoval Title: Program Coordinator Phone: (707) 253-4060 Email: jssandoval@ucanr.edu</p>	<p>Nevada: Kathy Gee Title: Program Coordinator Phone: (530) 273-4563 Email: katge@ucanr.edu</p>
<p>Orange: Randy Musser Title: Program Coordinator Phone: (949) 653-1808 Email: remusser@ucanr.edu</p>	<p>Placer: Kathy Gee Title: Program Coordinator Phone: (530) 889-7385 Email: katge@ucanr.edu</p>	<p>Riverside: Rosa M Olaiz Title: Program Coordinator Phone: (951) 683-6491 Email: rmolaiz@ucanr.edu</p>



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Responsibility Transition from Coordinator to Analyst

MG Volunteer Coordinator

- **Primary Focus:**
 - Recruitment, training, and coordination of volunteers.
 - Successful implementation of volunteer activities.

MG Program Analyst

- **Primary Focus:**
 - Analyzing policy and program effectiveness
 - Developing methods for program success and volunteer retention
 - Empower volunteer decision making and self sufficiency.



NOT the staff's role (per MG Statewide Onboarding)

Complete all event set up and logistics	No: Plan all parts of an event for MGs to just show up Yes: Help pull together resources to assist team leads.
Do everything with no volunteer support	No: Lead an entire event on my own if no one else can staff the event. Yes: Cancel the event and weigh the project's relevancy
Fill in/Be On Call in case someone no shows	No: Fill in for people when there isn't enough help. Yes: Cancel Event and follow up with partnering org
Be the sole source of all program comms	No: Be the only go to for all MG related news sharing Yes: Create Media Team and Train on where to look for resources and announcements.
Accept and Approve everything	No: Support every request or decision a volunteer or advisory board makes Yes: Evaluate every request and decision to ensure alignment with our program goals and standards prior to accepting or rejecting.

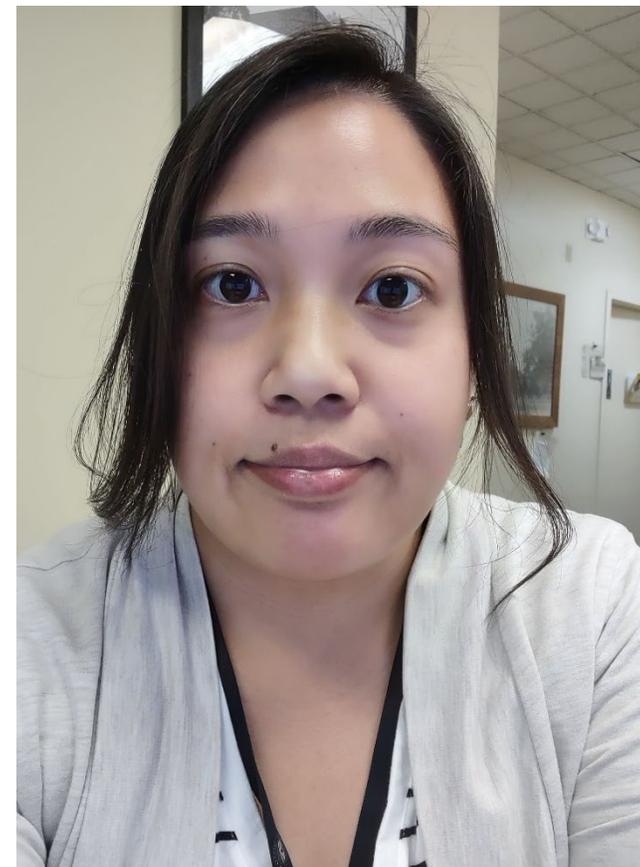
Task Assignments

Office Assistant vs Analyst, and Volunteer Tasks



“Front Office” Tasks

- **Office Assistant – Allison Karaan:** Allison.Karaan@countyofnapa.org
- **Front Desk and General Office Support**
- **Basic Data Entry and Record Keeping**
- **Office Equipment and Office Facilities Operation:**
 - Printing and copying
 - Supplies and purchasing
 - Basic equipment troubleshooting
- **Scheduling and Day to Day Event Logistics Assistance:**
 - UCCE Conference Room Booking Assistance
 - Facility Agreements for volunteer events
 - Preparation of contracts and grants for approval by MG Program Analyst.
 - Certificate of Insurance Requests
 - Retrieving Completed MOUs and Contracts
 - Surveys and event registration
- **Assisting with Basic Finance Tasks:**
- **Creating general Monthly Expense Reports and sending it to our MG Treasurer.**



MG Program Analyst Tasks



- **Program Development & Project Management**
 - Strategic Program Planning
 - Project Oversight and evaluation
- **Community Agency Relations and Agreements**
 - Stakeholder engagement
- **Human Resources & Volunteer Management**
 - Compliance and Risk Mgmt
 - Conflict Resolution
 - Background checks and confidential record keeping
- **Program Budgeting and Financial Analysis**
 - Resource analysis and allocation
 - Development services: grants and gifts
- **Data and Policy Analysis**
 - Workflow and process mapping
 - Program Evaluation and Project Impact Reporting



Volunteer Tasks

- **Event and meeting logistics**
- **Event Implementation**
- **Outreach events and workshops**
- **Developing and distributing educational programming and materials**
- **Continuing to foster positive partnerships and relationship building with community members and partnering agencies**



Current Position Transition Timeline



Jessica's Current Orientation Overview

- **February 20, Session 1:**
Your Role & Exploring Coordinator Resources (Missy)
- **February 27, Session 2:**
Volunteer Management System & Collaborative Tools (Lauren)
- **March 6, Session 3:**
Public Value, Evaluation, Contact Reporting & Program Advocacy (Missy)
- **March 8, Session 4:**
Marketing, Social Media & Fundraising (Melissa & Barbra)



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MG Program Coordinator Transition Dates

- **April 15 or 22, 2024**
 - **90% Full Time MG Analyst/Coordinator Duties**
 - **10% Department Management**
- **July 2024**
 - **100% Full Time MG Program Analyst (If all goes well!)**



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Questions?



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