

Position Descriptions

Douglas County Extension Master Gardeners

2018

Listed below are for the various committee and activity coordinators of the Douglas County Extension Master Gardeners. These will be updated as the events evolve and as volunteers take on additional responsibilities.

Coordinators are requested to develop, initially, a notebook of activities, contacts, forms, flyers, handouts, emails, etc. used for the committee/activity. If already developed they are to be obtained from the previous coordinator and updated as needed for the use of the next coordinator.

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Coordinating responsibilities may be shared with a co-coordinator



Douglas County Extension Master Gardener

Demonstration Gardens Coordinator

Purpose: This group will work to maintain and expand the Douglas County Demonstration gardens: The goal is to use the gardens as a learning tool and model researched based information to the public. The current demonstration gardens include the EMG Fairgrounds Demonstration Gardens (Douglas County Fairgrounds 2110 Harper), Tom Swan Park (Baldwin), the Monarch Watch (KU West Campus at Foley Hall), and the KU Medicinal Plant Research Garden.

Responsibilities: The coordinator will:

- develop a budget for the activity and monitor that budget according to the EMG Handbook.
- organize volunteers for cleanup, planting, and maintenance weekly from mid-March through November as needed.
- meet with the county agent prior to the season to discuss projects and plantings
- seek to enhance the educational aspect of the gardens
- work on plant markers and plant lists to keep them up to date
- work on long-range planning for the gardens, keeping the horticulture agent informed
- organize division and potting of plants for plant sale during a Garden Tour year

Qualifications:

- active member of the Douglas County EMG program
- ability to prioritize weekly work based on number of volunteers available
- interest in various aspects of gardening (i.e. perennials, vegetables, shrubs, herbs)
- organizational and planning skills
- the ability to work with County personnel

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the gardens
- knowledge and expertise brought by the volunteers
- Douglas County Extension Agent – Horticulture
- K-State Research and Extension

Time Required:

- one year renewable commitment
- 2 to 4 hours per week minimum from mid-March through November
- additional hours for special projects

Douglas County Extension Master Gardener Farmers Market Coordinator

Purpose: The coordinator will function as the liaison between the EMG Association and the Downtown Lawrence Farmers' Market. The focus of this committee is to staff a booth at the market each Saturday during the market season. The staff will provide information about current horticulture issues, assist in answering horticulture questions, and promote the EMG program and its activities.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- make sure materials are available for the market each week and organize the volunteers for work at the market
- circulate a calendar for sign-up at each monthly meeting, and call on the committee and other interested EMGs to man the booth
- assure that timely information is available for workers to discuss and or hand out
- assure the transfer of the table, banners, chairs, and information to the following week's workers
- maintain a record of the number of people contacted each week

Qualifications:

- active member of the Douglas County EMG program
- organizational and planning skills

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant
- Downtown Lawrence Farmers Market Coordinator

Resources Available:

- past coordinators of the market
- K-State Research and Extension

Time Required:

- one year renewable commitment
- 1-2 hours per week minimum during the market season
- additional hours for special projects



Douglas County Extension Master Gardener

Festival of Trees Coordinator

Purpose: Involvement of DCEMG in the annual community Festival of Trees (FOT) exhibit and auction provides a significant contribution to The Shelter, a non-profit that provides services to at risk children and families. This contribution as well as the interaction with many other community organizations/individuals enhances the credibility and visibility of DCEMG within the community. In addition, committee participants will acquire the satisfaction of contributing to EMG as well as the community in a manner that may only require light physical exertion.

Responsibilities: The coordinator will:

- develop, monitor and submit final receipts and reports for activity budget;
- correspond and complete forms with FOT planners as necessary;
- solicit EMG membership participation in the activity;
- with EMG committee, plan, complete and deliver donation;
- during exhibit period monitor donation to assure all is working and intact;
- attend FOT auction to interact with participants and public and to gain planning information for future participation.
- retain correspondence and records for future participation.

Qualifications:

- active member of the Douglas County EMG program
- interest in the needs of the community
- organizational and planning skills
- the ability to work with multiple personnel
- good personal skills

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant
- Sponsoring agency

Resources Available:

- past Festival of Trees Coordinators and volunteers
- K-State Research and Extension

Time Required:

- this is a once per year event
- one year renewable commitment
- 10 – 20 hours per year, mostly in the Fall prior to the event
- additional hours for committee meetings

Douglas County Extension Master Gardener Garden Art Development/Sale Coordinator

Purpose: Garden Art development and sales are many times held in conjunction with planned events of the organization. This group will be responsible for developing Garden art for certain parent events such as the Garden Tour and Spring Fair. Many members have a willingness and a desire to share their talents with others. Garden art can be an important part of the Extension Master Gardeners program because their sales are used to help raise funds for the operation of the organization.

Responsibilities: The coordinator will:

- develop a budget for the art production and provide that information to the coordinator of the parent event and monitor that budget against the estimate.
- establish the parameters and assist in the general overall planning of the art development
- work to procure materials used in the art production and seek donations as appropriate
- work with the committee members to organize volunteers for the sale
- work with the committee members to organize and establish pricing for sale items that will not only stimulate sales, but maximize profits
- work with the Public Relations Board Member to publicize the event if appropriate
- assure that garden art items are appropriate to the event and are displayed creatively
- monitor and secure the money received and assure it's safe delivery to the treasurer
- summarize the results and report same to the board

Qualifications:

- active member of the Douglas County EMG program

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the program
- knowledge and expertise brought by the volunteers
- K-State Research and Extension

Time Required:

- one year renewable commitment
- variable hours per year depending on the parent activity and quantity of art developed.
- additional hours for committee meetings



Douglas County Extension Master Gardener Garden Tour Coordinator

Purpose: The committee will plan and host the EMG Garden Tour, held every odd numbered year. They will select the gardens for the tour and work with garden hosts throughout the event. There will be a number of subcommittees working on various aspects of the tour.

Responsibilities: The coordinator will:

- develop a budget and monitor throughout the for the activity
- coordinate and encourage the development of the subcommittees, to include but not limited to:
 - gardens selection (done previous year)
 - ticket development and sales
 - sign development and placement
 - educational outreach
 - garden monitors, guides, ticket takers, etc.
 - plant lists
- coordinate the work of the subcommittees
- convey needs to the EMG board and membership
- schedule shortly after the tour a meeting of the committee members to evaluate the pros and cons of the event to assist future Garden Tour committees
- Confirm the return and restock all materials in the extension office used for the Tour
- Compile a historical record of the tour to include all supporting material

Qualifications:

- active member of the Douglas County EMG program
- familiar with the tour and requirements
- organizational and planning skills
- the ability to work with multiple groups
- the ability to delegate

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the tour
- K-State Research and Extension

Time Required:

- The event is held once every 2 years on a date selected with approval from the Executive Board
- 50+ hours over a set period of time
- organizational meetings as needed

Douglas County Extension Master Gardener Home Show Coordinator

Purpose: The committee will be responsible for the EMG booth at the Lawrence Home (Garden) show. They will create the displays in accordance with the show theme, provide educational information on the EMG program, and disseminate timely, research based, horticulture information.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- facilitate communication between the show organizers and the organization
- actively work to enhance our presence at the event
- coordinate creation of the EMG booth
- organize information and materials for workers use
- organize volunteers for work at the show
- organize speakers if requested by the show organizers
- coordinate set up and take down of the booth
- return all display and educational materials to the extension office

Qualifications:

- active member of the Douglas County EMG program
- aware of programs and activities of the EMG program
- organizational and planning skills
- ability to work with outside agencies

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the home show or similar events
- K-State Research and Extension

Time Required:

- This is a once per year event usually in late winter / early spring
- 10-20 hours over a set period of time
- organizational meetings will be needed

Douglas County Extension Master Gardener Hotline Coordinator

Purpose: This committee provides educational information to homeowners seeking assistance with gardening problems and/or concerns. The coordinator will work with the horticulture agent for worker training and provide relevant information throughout the season. The coordinator also works with the resource librarian to improve the resource library.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- assist in training of workers for Hotline responsibilities
- organize the volunteers
- organize the work area to benefit the workers
- maintain fact sheets, internet how to, internet references, and member expertise references
- respond to last minute cancellations by members
- develop a year end summary of members working, number of questions, and subjects covered
- work the Hotline on a periodic basis to understand the needs

Qualifications:

- active member of the Douglas County EMG program
- organizational skills
- basic computer and internet skills

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the Hotline
- K-State Research and Extension
- internet
- resource library
- other EMG expertise

Time Required:

- one year renewable commitment
- 1-2 Hours per week April through October
- additional hours for initial set up, training, and year-end summary

Douglas County Extension Master Gardener

Jr. Master Gardener Coordinator

Purpose: This committee will work on special projects in partnership with various schools in Douglas County. This group will approve the formation of new partnerships and establish parameters for EMG participation with various schools. They will recruit members for various subcommittees and work with school personnel to maintain consistency and communication across projects.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- respond to initial contacts from schools
- organize volunteers and subcommittees as needed
- assist subcommittees with the development and implementation of projects
- identify and pursue funding sources
- maintain contact with the schools to evaluate relevancy and effectiveness of the program
- assure compliance with the VIP (Volunteer Information Profile) program of the Extension Office
- assure adherence to state and local guidelines for this activity
- assist the volunteers with materials to make the program successful

Qualifications:

- active member of the Douglas County EMG program
- the desire to help educate young minds
- familiar with the Jr Master Gardener program and its requirements
- organizational and planning skills
- flexibility and the ability to work with the training requirements

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the program
- program books and teacher guidelines
- K-State Research and Extension

Time Required:

- This is a once per year activity, March - May
- Approximately 30 hours of contact time during the school year
- organizational meetings as needed

Douglas County Extension Master Gardener

Public Education – Speaker’s Bureau

Purpose: The committee is the liaison between the EMG organization and the public. EMG members will develop and deliver presentations in the community for the purpose of sharing horticultural education. The presentations are research based and should be given by members with personal interest and knowledge of the topics. Requests will come from various organizations in the community or EMG organized public seminars.

Responsibilities: The coordinator will:

- develop a budget for the committee, if required, and monitor that budget according to the EMG Handbook.
- maintain an accurate list of topics and presenters
- assign the community request to an appropriate volunteer
- contact the presenters and give them the information for the community speaker request
- the presenters need to include material about the EMG organization at presentations
- work closely with the Public Relations coordinator of the EMG Executive Board to promote educational programs to the public
- maintain records of the number of requests, topics presented, and attendees

Qualifications:

- active member of the Douglas County EMG program
- organization, delegation and planning skills
- motivated to bring research based information to the public
- need not be, but encouraged to be, a presenter themselves to understand the speakers needs
- knowledge of the media resources available (computer, power point, copier, etc.)

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- prepared talks from other presenters
- past history of presenters
- K-State Research and Extension

Time Required:

- one year renewable commitment, 1-2 hours per request

Douglas County Extension Master Gardener Mentoring Committee Coordinator

Purpose: The committee will work with the new training class to introduce the class to the EMG organization and to assist the Extension Agent – Horticulture with the training program. Mentors should help the trainees get acquainted with the EMG program, its activities, and membership guidelines.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- work with the committee members to help the new trainees as they proceed through their training
- be friendly and helpful to the new trainees
- tasks may include but are not limited to;
 - filling in for, or assisting, the Agent or Assistant as needed
 - be a personal contact to each trainee
 - training room set up and clean up
 - refreshments if needed
 - name tags

Qualifications:

- active member of the Douglas County EMG program
- mentors must complete one full year in the program and have all their hours completed
- familiarity with the organizations activities
- familiarity with office resources (projection equipment, microphones, phone, copier, etc)

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the program
- knowledge and expertise brought by the volunteers, especially recent graduates
- knowledge and expertise brought by the new trainees
- K-State Research and Extension

Time Required:

- one year renewable commitment
- 1-5 hours per week during the training period (August through November)
- additional hours for committee meetings

Douglas County Extension Master Gardener

Monthly EMG Educational Programs Coordinator

Purpose: This committee is coordinated by the EMG Association Vice President. The purpose of the committee is to plan and arrange educational programs for the monthly meetings.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- actively seek recommendations for topics and speakers from members
- review past years programs to avoid duplication
- meet with the committee to set a schedule
- meet with the Douglas County Agent – Horticulture to review the recommendations
- contact speakers to arrange presentation(s)

Qualifications:

- active member of the Douglas County EMG program
- organizational and planning skills
- good personal skills

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- all EMG members past and present
- Douglas County Extension Agent – Horticulture
- K-State Research and Extension

Time Required:

- 10 – 20 hours in the Fall to arrange presentations for the following year
- additional hours for special presentations, tours, or events

Douglas County Extension Master Gardener

Plant Sharing/Sale Coordinator

Purpose: This group will be responsible for organizing both internal plant *sharing* opportunities and external plant *sale* events. Because plants are an important part of our organization, it is felt that many members have a willingness to share what they have grown with others. Likewise, a plant sale can be used to help raise funds for the operation of the organization.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- be responsible for establishing the dates of plant sharing events
- establish the parameters and assist in the general overall planning of such events
- work with the committee members to organize volunteers for the event
- work with the committee members to organize the sale items
- arrange for the location of the event
- work with the Public Relations Board Member to publicize the event if appropriate
- assure the display and pricing of items
- monitor and secure the money received and assure it's safe delivery to the treasurer
- summarize the results and report same to the board

Qualifications:

- active member of the Douglas County EMG program
- planning and organizational skills

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the program
- knowledge and expertise brought by the volunteers
- K-State Research and Extension

Time Required:

- one year renewable commitment
- 5-10 hours per event
- additional hours for committee meetings

Douglas County Extension Master Gardener

Produce Distribution Program Coordinator

Purpose: This group will undertake efforts to provide fresh produce to community food pantries in Lawrence and Douglas County.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- organize the committee to see that this program is completed
- promote surplus food by Extension Master Gardeners and others for distribution to the needy
- work with committees to establishing community gardens and serve as mentors to community groups
- work with committees to organize and/or promote efforts at the food distribution centers
- work with Dg. Co. Family and Consumer Services program to acquire and distribute information on handling and use of distributed produce

Qualifications:

- active member of the Douglas County EMG program
- interest in the needs of the community
- organizational and planning skills
- the ability to work with multiple personnel

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Extension Agent – Family and Consumer Services
- Douglas County Horticulture Program Assistant
- Boards and Councils in the community

Resources Available:

- past coordinators of the program
- knowledge and expertise brought by the volunteers
- K-State Research and Extension

Time Required:

- one year renewable commitment
- 2-4 Hours per week average
- additional hours for special projects



Douglas County Extension Master Gardener

Public Education Coordinator

Purpose: This committee is the liaison between the EMG organization and the public. This committee is charged with proactively developing and promoting educational programs, materials, and/or activities for the public outside of already existing committees (i.e. Garden Tour, EMG Monthly Educational Programs). Examples being the training offered by Johnson County and the Lawrence Parks and Recreation Gardening Series.

Responsibilities: The coordinator will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- pro-actively search for opportunities to do public education programs in the community
- organize the volunteers for presentations, workshops, etc
- search for opportunities to distribute material about the EMG organization
- oversee the formation and advertising efforts for these educational programs
- work closely with the public relations coordinator of the EMG Association Board to see that their educational programs, materials, and activities are properly promoted

Qualifications:

- active member of the Douglas County EMG program
- organization and planning skills
- good interpersonal skills
- the ability to delegate tasks and accept the outcome of the work

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant
- Speakers Bureau Coordinator

Resources Available:

- past coordinators of the education / outreach committee
- Speakers Bureau listings
- K-State Research and Extension

Time Required:

- one year renewable commitment
- 1-2 Hours per week average
- additional hours for special projects

Douglas County Extension Master Gardener

Resource Librarian

Purpose: The resource library includes audio-visual materials, technology, photography, slides, books, and periodicals available for EMG educational uses. This activity involves maintaining the EMG resource library, making recommendations, and ordering new reference materials as needed.

A subset of this function is the **association historian**. This may be a different member with the responsibilities for maintaining a scrapbook of events including photographs, newspaper articles, printed programs and other items chronicling the activities of the Douglas County Extension Master Gardeners. The historian should also file a copy of every EMG Update and meeting minutes in a central history file in the EMG office. Each year items from committee notebooks that are deemed important to the group's ongoing history (important correspondence, etc.) should be kept in this central history file. The historian will keep the membership biography book up to date.

Responsibilities: The resource librarian will:

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- maintain an up to date accurate list of available resources
- purge the holdings of outdated material and replace it with new, as appropriate
- assure the historian, if not themselves, maintains the records of the organization as noted above

Qualifications:

- active member of the Douglas County EMG program
- record keeping and organizational skills
- motivated to maintain an up-to-date information source for the members
- knowledge of the media resources available

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- current library and it's organization
- past experiences of previous librarians
- K-State Research and Extension

Time Required:

- one year renewable commitment
- 1-2 hours per week



Douglas County Extension Master Gardener Social Committee Coordinator

Purpose: This committee will plan and organize many of the social functions of the EMG Association. Examples of their activities will be to plan and organize the EMG Basic Training graduation luncheon, a winter Recognition Dinner for EMGs, and other social events as they arise. Likewise, they will be responsible for sending sympathy, get well, and congratulatory cards when appropriate.

Responsibilities: The coordinator will:

- develop a budget for the activity and monitor that budget according to the EMG Handbook.
- overseeing the activities of this committee to plan and organize the events
- organize volunteers for the events

Qualifications:

- active member of the Douglas County EMG program
- organizational and planning skills

Contact Person:

- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the committee
- knowledge and expertise brought by the volunteers
- K-State Research and Extension

Time Required:

- one year renewable commitment
- detailed involvement for special events
- 1 to 2 hours per month for social contacts from the EMGs

Douglas County Extension Master Gardener Spring Festival Coordinator

Purpose: This committee will plan and organize the EMG involvement in the Douglas County Extension Spring Festival. This festival is an educational opportunity for the general public about the Extension office and all of its activities. It will be held at the Douglas County Fairgrounds. The EMG focus will be on various gardening practices, gardening advice, and general horticultural information.

Responsibilities: The coordinator will:

- develop a budget for the activity and monitor that budget according to the EMG Handbook.
- organize the committees to see that the EMG portion of this activity is completed. This may include but not be limited too:
 - plant sales
 - educational talks / demonstrations
 - set up and clean up
 - vendor contacts
 - signage
 - refreshments
- seek to enhance the educational aspect of the event
- work with the Public Relations board member if appropriate
- work with the Public Education Outreach Committee if appropriate

Qualifications:

- active member of the Douglas County EMG program
- organizational and planning skills
- the ability to work with extension personnel

Contact Person:

- Douglas County Extension Director
- Douglas County Extension Agent – Horticulture
- Douglas County Horticulture Program Assistant

Resources Available:

- past coordinators of the festival
- knowledge and expertise brought by the volunteers
- K-State Research and Extension

Time Required:

- one year renewable commitment
- 10-20 one time commitment for the event
- organizational meetings as needed