



Position Descriptions

Douglas County Extension Master Gardeners

2021

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

Not all positions have a current description and no description is meant to prescribe all the activities of the committee. We leave it up to committee chairs to be creative and flexible to the best of their abilities.

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. Document how activities support strategic plan and goals.

Table of Contents

Advanced Education	Page 14
Demonstration Gardens	Page 2
Farmers Market	Page 4
Garden Art Development	Page 5
Garden Show	Page 23
Garden Tour	Page 7
Hospitality	Page 22
Hotline (not applicable 2021)	Page 9
Jr Master Gardener Program	Page 10
Mentoring Committee	Page 12
Public Education – Speaker’s Bureau	Page 11
Public Education – Library programs (not applicable 2021)	Page 19
Plant Sales	Page 16
Produce Distribution Program	Page 18
Resource Librarian	Page 20

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, Lawrence), Tom Swan Park (High & 8th Streets, Baldwin), the Monarch Watch Waystation #1 (2021 Constant Avenue, Lawrence), Eudora Garden (9th & Main St., Eudora), and the KU Native Medicinal Plant Research Garden (1865 E. 1600 Rd., Lawrence).

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 or contact person from the organization prior to the season to discuss projects and plantings
- seek to enhance the educational aspect of the gardens with labels, signage and plantings
- work on long-range planning for the gardens, keeping horticulture agent and representative for sponsoring organization (i.e., Monarch Watch, City of Baldwin, City of Eudora, KU Research Group) informed
- use and document sustainable practices
- promote use of garden to connect locally and educate with community events

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, trees)
- 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 where EMGs 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 provide an updated online calendar for signup each year in collaboration with the horticulture assistant; call on the committee and other interested EMGs to staff the booth
- assure that timely information is available for workers to discuss and or hand out
- arrange 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

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 Garden Show. Many members have a willingness and a desire to share their talents with others. Garden art is an important part of the Extension Master Gardeners program because this art is sold to help raise funds for the operation of the organization.

Responsibilities: The coordinator will:

- develop a budget for the art production, 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 items 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 its safe delivery to the treasurer
- summarize the results and report them 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 Agent Horticulture—Agent and Program Assistant

Time Required:

- one-year renewable commitment
- hours per year vary 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 activity
- coordinate and encourage the development of the subcommittees. There should be a leader and a team of workers for each garden.
- develop a system to communicate with each gardener and their leader to trouble shoot and address concerns.
- coordinate a team to develop the tickets and a sales plan.
- work with publicity committee to advertise the tour through posters, news posts, and social media.
- work with garden leaders to develop a flier describing each garden, a list of notable plants, and garden practices to educate the public.
- organize the day of the tour with ticket takers and garden guides. Also arrange for money, supplies, and needed equipment.
- develop tee shirts for the tour and arrange for sales to members
- coordinate the work of the subcommittees
- convey needs and issues to the EMG board and membership
- schedule a meeting of the committee members shortly after the tour to evaluate what worked and improvements to be made
- restock all supplies and return with signs to the extension office
- compile a historical record of the tour with all supporting materials to help future tour leaders

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

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 and assistant 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 records
- 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
- encourage volunteers to recommend sustainable gardening practices when appropriate

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 assist other Douglas County organizations whose focus is providing positive educational experiences for children.

Responsibilities: The coordinator will:

- respond to initial contacts from the public
- organize volunteers and subcommittees as needed
- assure compliance with the VIP (Volunteer Information Profile) program of the Extension Office
- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook
- identify and pursue funding sources when necessary
- assure adherence to state and local guidelines
- assist the volunteers with materials to make the program successful

Qualifications:

- active member of the Douglas County EMG program
- desire to help educate young minds on gardening including the importance of native plants and sustainable gardening practices
- 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 – Speakers 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. Presentations will come from requests will come from organizations in the community or be 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 from the community speaker request
- ask presenters 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)

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 through their training
- be friendly and helpful to the new trainees
- tasks may include but are not limited to;
 - fill in for or assist the Agent in interviewing new candidates
 - serve as a personal contact to each trainee
 - arrange activities to introduce the new members to the group and to each other. This would include a welcome dinner and one lunch for the class. Let mentors know they are invited to that lunch.
 - match up each mentor with a mentee and assist the two in forming a bond by suggesting activities
 - provide name tags

Qualifications:

- mentors are active members of the Douglas County EMG program
- completed one year in the program and have their hours completed
- familiar with the organization’s activities
- familiar with office resources (projection equipment, microphones, phone, copier)

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

Advanced Education 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 and staff
- 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)
- coordinate the delivery of the advanced education programs (contact speakers, request photo for advertising, send out information about talk and speaker to public relations coordinator and to newsletter editor for advertising, link with the Horticulture Program Assistant for zoom platform or to provide handouts)

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

- 1-2 hours for arranging each presentation at the business meeting and providing thank you card and honorarium when applicable
- 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, many members have a willingness to share what they have grown with other master gardeners. Likewise, a plant sale can be used to help raise funds for the operation of the organization as well to promote the use of native plants and pollinators in gardens throughout Douglas County. Encouraging the use of native plants and pollinators in backyard gardens can lead to an increase in the population of bees and butterflies, which are so important to our ecosystem. With global warming our climate is experiencing more weather extremes. Native plants survive and thrive in these conditions better than other plants. Because they are better adapted to our climate and pests, natives generally use less water and fertilizers while being less likely to require chemicals.

Responsibilities: The coordinator will

- develop a budget for the activity, if required, and monitor that budget according to the EMG Handbook.
- determine the selection and numbers of native plants to offer at the Native Plant Sale
- organize and create a website for online ordering and payments for the Native Plant Sale
- arrange for the location of any in-person events
- communicate with volunteers to organize and complete the tasks necessary for all events
- work with the Public Relations Board Member to publicize the event, if appropriate
- monitor and secure the money received and assure its safe delivery to the treasurer
- summarize the results and report same to the board
- be responsible for establishing the dates of plant-sharing events
- establish parameters and assist in the general overall planning of such events

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 (updated 2019)

Purpose: This group will provide fresh produce to the Just Foods warehouse for the purpose of feeding the needy of 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
- collect surplus from vendors at the Saturday Farmer's Market and deliver it to the Just Foods warehouse for distribution

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 personnel
- pickup or van required

Contact Persons:

- Douglas County Extension Agent – Horticulture
- Douglas County Extension Agent – Family and Consumer Services
- Douglas County Horticulture Program Assistant
- Chief Resource Officer at Just Foods

Resources Available:

- past coordinators of the program
- knowledge and expertise brought by the volunteers
- K-State Research and Extension
- Just Foods warehouse management personnel

Time Required:

- one-year renewable commitment
- 2-8 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 include 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, and tours
- 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 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 a separate member, 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 its organization
- past experiences of previous librarians
- K-State Research and Extension

Time Required:

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



Extension Master Gardener

Hospitality Committee Coordinator

Purpose: This committee will plan and organize many of the social networking 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. At each event sustainability and recycling will be important considerations.

Responsibilities: The coordinator will:

- develop a budget for the activity and monitor that budget according to the EMG Handbook.
- oversee the activities of this committee as they plan and organize the events
- organize volunteers for the events
- develop plans for the purchase and/or use of sustainable materials for each event

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 Garden Show Coordinator

Purpose: This committee will plan and organize the EMG involvement in the Douglas County Extension Garden Show. This event provides an educational opportunity for the general public to learn about Extension Master Gardeners and all of our activities. It will be held at the Douglas County Fairgrounds. The EMG focus will be on 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 is not limited to
 - plant sales
 - educational talks/ demonstrations
 - set up and clean up
 - signage
 - vendor contacts
 - 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 Garden Show
- knowledge and expertise brought by the volunteers
- K-State Research and Extension

Time Required:

- one-year renewable commitment
- one-time commitment for event, 30-40 hours
- organizational meetings as needed