



UNIVERSITY OF GEORGIA

EXTENSION

Master Gardener Program



Georgia Master Gardener Extension Volunteer General Role Description (Trainee)

(Must be included as part of the volunteer application and Volunteer Agreement)

ROLE TITLE: Georgia Master Gardener Extension Volunteer Trainee

SUPERVISOR:

LOCATION:

GOAL OF MASTER GARDENER PROGRAM:

The Master Gardener program in Georgia is a volunteer training program designed to help University of Georgia Cooperative Extension staff transfer research-based information about gardening and related subjects to the public by training home gardeners. Through this program, Cooperative Extension is able to reach out and serve more citizens with educational programming and demonstrations. Master Gardener Extension Volunteers complement, enhance, and support on-going Agriculture and Natural Resources educational programs using applied research and the resources of University of Georgia. The Georgia Master Gardener Extension Volunteer Program is a county-based volunteer program designed as an educational program delivery system and teaching resource to assist UGA Cooperative Extension with the main goal of addressing community non-commercial, horticulture and gardening issues and needs.

VOLUNTEER QUALIFICATIONS:

- Available 100 hours in the first year for training and project implementation (25 hours each year thereafter)
- Interest in teaching Georgians about horticulture and gardening
- Basic knowledge of gardening and horticulture preferred
- Enthusiasm
- Ability to communicate with others
- Knowledge of community resources
- Previous volunteer experience a plus

VOLUNTEER RESPONSIBILITIES:

- Participate in appropriate orientation, training, planning, and evaluation sessions (completing the required 50 hours of classroom training before volunteering), and keep up-to-date on the latest horticulture information with at least 10 hours of continuing education annually and annual completion of Risk Management Training (RMT).
- Complete a University of Georgia Volunteer Agreement and background screening.
- Provide reliable, unbiased information in accordance with published Cooperative Extension resources.
- Promote awareness of UGA Extension.



- Maintain records of volunteer service, including hours volunteered, contributions, and results. Report records to the Agent, coordinator, or other supervisor as directed.
- Wear an official UGA Master Gardener Extension Volunteer name badge while volunteering on behalf of UGA Extension.
- Exercise personal integrity as a volunteer.
- Uphold the policies and follow the procedures of the UGA CAES MG Extension Volunteer Program.
- Follow through with completion of educational programs/projects, communicating about problems and successes.
- Identify needs for training and participate as a team member of UGA CAES Extension.
- Participate in approved UGA Extension projects. Indicate on the attached sheet the projects/teams in which you are interested in volunteering.

TRAINING AND/OR RESOURCES TO BE PROVIDED:

- Master Gardener Extension Volunteer training sessions (50 hours)
- Periodic organizational/ educational meetings
- Master Gardener Extension Volunteer reference manuals available for use in office
- Horticulture library in office
- Consultations with UGA Extension staff

TIME ESTIMATE:

- Master Gardener Extension Volunteer Training: 50 hours
- Volunteer Service: 50 hours (about 4-5 hours per month) minimum during the first year after training
- Periodic organizational/ educational meetings: 1-2 hours per month

BENEFITS:

- Participate in training programs in all aspects of basic horticulture.
- Learn new skills and sharpen old ones.
- Meet and work with other individuals interested in horticulture.
- Receive basic program materials at minimal cost.

INTENT TO VOLUNTEER

I, _____, commit to at least 50 hours of training and 50 hours of volunteer time as a UGA Master Gardener Extension Volunteer Trainee, following program policies and procedures, within one year of the date on this role description.

 MGEV Trainee

 Date

 Agent

 Date