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**Position Description**

**Title:** Oregon State University Extension Service Master GardenerTMVolunteer

**Purpose:** To provide research based and objective information and educational programs on sustainable home horticulture to the general public.

**Brief description of the position**

* Answers general public questions and inquiries about gardening, landscape maintenance, pest management and related topics by telephone; at clinics, demonstrations, workshops, or informal classes; or in other ways possible and practical.
* Cooperates with an assists local OSU Extension faculty and staff.
* Keeps appropriate records, such as volunteer hours and public contacts; client questions and contact information.
* May assist in preparation of specific educational resources.

**Optional assigned duties (check if applicable)**

* Works directly with persons under the age of 18 years, as part of their assigned volunteer service; in school gardens, community gardens, school garden programs, or in other venues
* Drives a motor vehicle on behalf of Oregon State University Extension, as part of their assigned volunteer service

**Requirements**

* Must be available to participate in the training program for Master Gardener volunteers.
* Must be available to provide volunteer service to OSU Extension during the year that training is completed, and equivalent to the number of hours of training received.
* Must be able to effectively communicate with the public by telephone, personal contact, group contact, or in writing.
* Must demonstrate a commitment to diversity and to ensuring equal opportunity for those wishing to benefit from OSU Extension programs and services.
* Should have some knowledge and skills in basic horticulture and related areas.
* Should enjoy working with people.

**Supervision**

* The county Extension faculty with responsibility for the local Master Gardener program provides overall supervision and support.
* Immediate supervision and support may be provided by a program assistant or a program coordinator, if available.

Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

OSU Extension Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Last Revised 10/03/2017