

## **County Master Gardener Volunteer (MGV) Coordinator Job Description**

The coordinator will be supervised by the MG Board President and the Agriculture and Natural Resources (ANR) Extension Educator and will make regular written reports to the MG Board of Directors.

### **The coordinator will be responsible for the following tasks and duties:**

- act as the primary communicator with MG Volunteers, Trainees, Interns and Emeriti, and will serve to help them resolve their questions or concerns or direct them to the appropriate committee chair, BOD member, or the Extension Educator. The Coordinator will serve as the primary point of contact regarding administrative issues. All such requests for assistance will be responded to in a timely manner (via email if possible), copying all parties involved.
- be responsible for sending out information to SCMGs on CEU events that are being offered by other counties.
- assist in the management of equipment and supplies stored in the SCMG office including technology equipment, hospitality supplies, office supplies, forms, and educational materials. The Coordinator will also manage the calendar for requests, sign outs and returns of technology equipment and will reserve extension office rooms for committee and BOD meetings.
- support the VMS program on behalf of MG Volunteers, Trainees, Interns and Emeriti including but not limited to answering questions, communicating hour requirements, updating hours and following up with members short on hours and the deadlines for their specific needs. The Coordinator will regularly communicate with Interns during their intern year to determine progress on completing hours and keep the Extension Educator apprised of progress and challenges. The Coordinator will provide data from VMS as needed to the Extension Educator and will use VMS data to prepare volunteer and CEU hours of recognition certificates for the board president to present at the February general membership meeting.
- maintain a record of annual dues payments received and of outstanding dues and communicate the list of SCMGs delinquent in payment of dues to the Constant Contact coordinator
- ensure that the recertification documents are current and in order including that the Policy 1.50 agreement is re-signed on an annual basis.
- attend the monthly Board of Directors meetings and prepare a written monthly activity report delivered in advance of the meeting and will work with the Board to assist in the preparation of materials for all member events, including the quarterly membership meetings. The Coordinator will attend committee chair meetings and assist committee chairs when assistance is requested.
- open and distribute mail delivered to the MG post office box and the OSU Extension office upon receipt, or when not possible, contact the relevant member in a timely fashion via email describing the materials and to arrange for pick up.

- update the MGV website weekly with MGV projects, events, and activities, including committee and board meetings. Assist with digital content strategy and Social media outreach. The Coordinator should be a member of or attend Tech Committee meetings to assure that all work done on the website is in the format accepted by the Tech Committee.
- compile and publish the MG directory on an annual basis and communicate updates to the MG membership throughout the year.
- attend monthly OSUE Coordinator webinars and other events as determined by the Extension Educator. If the Coordinator is required to travel, reimbursement will be made at the University allowed rates.
- assist the Extension Educator with volunteer recruitment to include; communicating with potential volunteers and organizing recruitment/informational events and materials. Assist with Basic Training and serve as a backup if the ANR Educator is unable to attend due to other University-related commitments.
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- manage volunteer files under the direction of the ANR Educator and in accordance with Ohio State University records policy to include; collecting and organizing applications, documents, fingerprinting, background checks and personal references.
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- compile data for local and state reporting requirements; help develop program impacts to MG BOD, ANR Educator and County Extension Director.
- serve as the primary contact person and liaison for The Summit County Metro Parks to include scheduling facilities and handling contracts.
- Participate in OSUE activities as requested
- Maintain a professional demeanor in greeting MGs, OSUE visitors, and clientele

Other duties as may be assigned.

**About this position:**

Twelve hours per week; \$14.00 per hour. Hours can be flexible, however regularly scheduled office days are preferred to include Mondays and occasional evenings and/or weekends. There is a ninety-day probationary period. Initial reviews will take place at 45 and 90 days with an annual review thereafter. Reviews will be conducted by the ANR Educator and the president of the SCMG board or other assigned representative from the board. The Board of SCMG reserves the right to terminate employment prior to the conclusion of the ninety-day probationary period.

As a liaison between volunteers, the community and The Ohio State University, the Coordinator manages sensitive issues. Discretion and the ability to manage conflicting priorities are essential duties of this position.

This is a contracted position. Benefits are not available. The MGV Volunteer Coordinator is responsible for filing and paying taxes as an independent contractor.

**Requirements for the position:**

Organizational, inter-personal communication, and computer skills are essential. Proficiency in dealing with web-based applications and databases is essential. Standing as a current Summit Master Gardener Volunteer is preferred but not necessary. Basic understanding of horticultural practices and ability to research is desirable.

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