

OHIO STATE UNIVERSITY EXTENSION  
MASTER GARDENER VOLUNTEER POSITION DESCRIPTION

**General Description**

The Master Gardener Volunteer (MGV) role is to support OSU Extension, XXXXX County in meeting the needs of our citizens in the area of consumer horticulture by assisting with educational programs, diagnosing plant problems, making cultural and pest management recommendations, and other various opportunities.

**Specific Responsibilities:**

- Answer consumer's telephone inquiries and assist office visitors with plant/insect samples for identification or diagnosis.
- Assist with establishing and maintaining demonstration gardens at the Extension facility.
- Assist teachers, 4-H volunteers, and/or children with gardening education projects in school or club settings.
- Interpret information from Extension bulletins and fact sheets for the general public.
- Distribute Extension information to the public at such events as garden center plant clinics, county fair, Home and Garden Shows, etc.
- Assist with Extension educational programming, such as talks for garden clubs, Extension sponsored workshops, etc.
- Keep records of consumer contacts and volunteer activities.

**Time Required**

Volunteer hours may vary from week to week, will generally be needed during regular work hours, although some evening and weekend opportunities exist. A total of 50 hours must be donated during the intern year.

**Qualifications**

The MGV must show an interest in, enthusiasm for, and some knowledge of gardening. He/she must be able to communicate with the public by phone and deal courteously with visiting public and Extension program participants. He/she must be able to read, write and comprehend the information presented in the training sessions, and be able to communicate that information to the gardening public. He/she must provide his/her transportation to training and volunteer activities.

**Location:** County office and various locations around the county.

**Support Provided**

In addition to the Ohio MGV Manual, MGVs have at their disposal office reference materials and Internet resources to assist in answering questions and requests for information. If the MGV is unable to assist a consumer, questions and requests are referred to the Extension Educator or other appropriate staff.

**Mentor**

XXXXX, Extension Educator (Program Assistant, etc.), will provide coordination, supervision and support to the MGVs. He/she will assign, review and evaluate volunteer activities.