



**Project
Coordinators'
Job
Descriptions
*Growing Master
Gardeners***

**Georgia
Renne**

Mission Statement

The purpose of the UC Master Gardener Program is to extend to the public research-based information verified by UC experts about home horticulture, pest management, and sustainable landscape.



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Project Coordinator Job Descriptions

Where do we find the structure for how our program operates under the UCCE State Master Gardener Program? VMS

- Administrative Program Guidelines UCCE Master Gardener Program of Riverside County (June 2020)
- Advisory Boards
 - West County Advisory Board (WCAB)
 - Desert Advisory Board (DAB)
 - Elected Officers and Project Coordinators



Project Coordinator Job Descriptions

Why do we have job descriptions?

- Describes the expected responsibilities and expectations for performance.
- Holds us accountable to our program mission and to each other.



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Project Coordinator Job Descriptions

Where is the information on VMS?

- VMS>News/Docs>Documents
- #35 Desert Area Job Descriptions (24)
- #37 WCAB Job Descriptions (29)
- Updated each year as needed.
- Given to volunteers who are considering becoming a Project Coordinator.



Project Coordinator Job Descriptions

Administrative Guidelines state:

- Vacancies including Area Board members, **Coordinators**, Committee chairs, shall be filled by appointment of the Area's Elected Officers.
- Appointed Coordinators shall be selected by the Chair of each area with the consensus of the area's Elected Officers.



Project Coordinator Job Descriptions

- Project Coordinators are responsible for managing specific projects that are approved with certain guidelines by the Volunteer Services Coordinator, Rosa Olaiz, with the approval of the Advisory Board for that area.
- Volunteers can participate in these activities.



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UCCE Master Gardener Projects

Examples:

- Farmers' Markets
- Speakers' Bureau
- Community Gardens
- Helpline
- Information Tables
- Home Gardening Classes
- School Gardens



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Project Coordinator Job Descriptions

Required elements of Job Descriptions for Elected Officers and Project Coordinators:

- Defined in VMS>
- News/Docs>
- Documents>
- #4 Bylaws & Guidelines>
- **#2 Administrative Program Guidelines**
- **Each Advisory Board adds specific details to describe what the officer or coordinator does**



Project Coordinator Job Descriptions

Duties of WCAB/DAB Coordinators

WCAB/DAB Coordinator positions shall be appointed by the WCAB/DAB Chair with the consensus of the other WCAB/DAB Officers.

A. General Duties of All Coordinators:

1. Chair their Committee.
2. Post events in VMS.
3. Monitor, guide and educate the volunteers.
4. Be point of contact for event director.
5. Provide monthly reports to WCAB/DAB.
6. Submit End of Year and Budget reports.



Project Coordinator Job Descriptions

What is in each Job Description?

- Job Title: Project Coordinator Help Line, West County (WC)
- Reports to: WC Chair, West County Advisory Board (WCAB) Officers
- Contacts: WCAB Chair, WCAB Officers, WCAB, Riverside County Master Gardener (MG), Volunteer Services Coordinator



Project Coordinator Job Descriptions

What is in the Job Description?

- General Job Description
- Responsibilities and Duties
- Qualifications
 - Education*
 - Experience*
 - Key Competencies*
- Master Gardener Mission Statement





Help Line Project Coordinator, West County

Job Description

Job Title: Project Coordinator Help Line, West County (WC)
Reports to: WC Chair, West County Advisory Board (WCAB) Officers
Contacts: WCAB Chair, WCAB Officers, WCAB, Riverside County Master Gardener (MG)
Volunteer Services Coordinator

General Job Description

This position trains and supervises Master Gardeners to staff the Help Line with the goal of educating the public on their specific gardening concerns. This position is appointed by the Chair with consensus from WCAB and is the Help Line Project Coordinator of one of the approved MG WC projects. Term of office is one year beginning July 1.

Responsibilities and Duties

1. Be an active member of WCAB and attend monthly meetings.
2. Be point of contact for Chair and WCAB, Riverside County Master Gardener (MG) Volunteer Services Coordinator.
3. Provide monthly reports to WCAB describing activities of Coordinator and committee.
4. Promote the Help Line to county homeowners and gardeners through use of internet and social media outlets.
 - Work with Public Relations team to update Help Line information for posting on various social media platforms
 - Provide *Garden Views* editor information on interesting questions and answers
5. Submit End of Year and Budget reports.
 - Work with the WCAB Treasurer to create an annual budget to administer and supervise the Help Line operations



Qualifications

Education

- Completion of University of California Cooperative Extension (UCCE) Master Gardener Program
- Certified by UC Master Gardener Program

Experience

- Participation in Master Gardener Project Committee

Key Competencies

- Ability to effectively communicate with small and large groups
- Ability to work with a diverse group of people to lead project activities
- Proficiency in using UCANR Master Gardener website and Internet resources for research purposes
- Proficiency in various computer skills and programs including word processing, PowerPoint, along with the Volunteer Management System (VMS) and Collaborative Tools System (CTS)
- Ability to conduct effective meetings (as needed)
- Ability to promote and maintain the mission of the UCCE Master Gardener Program

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Discussion

(unmute/respond or type in Chat)

- **What works for a Project Coordinator?**
- **When you volunteered for project or event, what did the Project Coordinator do that made it successful?**



Discussion

(unmute/respond or type in Chat)

- **What does not work for a Project Coordinator?**
- **When you volunteered for project or event, what did the Project Coordinator do that did not work well?**



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Discussion

(unmute/respond or type in Chat)

- **What would you want and need to be a successful Project Coordinator?**
- **What would negatively impact your success as a Project Coordinator?**



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Your participation helps us grow our Master Gardener Program for Riverside County!



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