

# Iowa Master Gardener County Coordinator Responsibilities

## Our Mission:

“Use research-based horticulture and gardening knowledge and practices to educate people and coordinate projects that promote healthy communities.”

Iowa Master Gardener volunteers provide current, research-based, consumer horticulture information and education to the citizens of Iowa through Iowa State University Extension and Outreach programs and projects. The Master Gardener program is an educational and volunteer service organization of the Iowa State University (ISU) College of Agriculture and Life Sciences and ISU Extension and Outreach.

## County Coordinator Role:

- \* Coordinate and support Master Gardener volunteers throughout the year.
- \* Provide clear, consistent communication to Master Gardener volunteers, alerting them of volunteer and continuing education opportunities and staying informed of local group operations and projects.
- \* Champion volunteerism as an effective way to meet the horticultural education needs of Iowa Citizens.
- \* Work with local and state Extension staff and volunteers to implement a program of excellence in the community.
- \* Comply with program training, documentation, and administration standards set by the Iowa State University Master Gardener Advisory Committee and Statewide Master Gardener Coordinator.

## Coordinator Responsibilities:

- \* Completion of state-administered, online orientation program within 3 months of assuming county coordinator role.
- \* With direction of county administration, manage county specific volunteer requirements and approved projects.
- \* Plan and implement county MG training including timeline confirmation with state office, coordinating local speakers and leading at least 4 in-person sessions, marketing, accessing and managing students in Canvas, and promoting and encouraging students to attend Class on Campus.
- \* Obtain a copy and consult the Master Gardener Coordinator Manual for all programmatic rules and regulations.
- \* Register for and read the monthly Iowa Master Gardener Newsletter
- \* To the best of your ability, attend Statewide Monthly Master Gardener Coordinator calls (no less than once per quarter).
- \* Utilize Volunteer Recording System as primary volunteer management system, regularly updating volunteer records for accuracy and verifying Master Gardener volunteer and continuing education hours (final approval of prior years' hours due mid-January).