

Polk County, IA - MASTER GARDENER VOLUNTEER OPPORTUNITIES

TITLE OF OPPORTUNITY	Community Outreach Representative -Polk County Master Gardener (PCMG) Advisory Council
TIME COMMITMENT	6-8 hrs. per month
DURATION	3-year commitment, limit of two terms.
LOCATION	Polk County, Iowa
DESCRIPTION	The Community Outreach Representative of the PCMG Advisory Council is responsible for promoting, evaluating, and increasing external education opportunities for the public, provided by PCMG volunteers, as well as building connections between PCMG and relevant partner organizations.
RESPONSIBILITIES	<ul style="list-style-type: none"> · Attend monthly PCMG Advisory Council meetings · Meet quarterly with projects that design external educational experiences for the public, including but not limited to the Ambassadors and Farmers' Market groups. · Collaborate with the Program Coordinator on elevating or increasing external education experiences for the public · Collaborate with the Program Coordinator on outreach initiatives to build connections among PCMG and relevant community organizations · Participates in the development and implementation of PCMG strategic plan · Represent PCMG in public and private events to promote the work of PCMG · Advocates for increasing/elevating educational experiences for the public and community partners in the strategic plan process
SKILLS & QUALIFICATIONS	<ol style="list-style-type: none"> 1. Polk County Master Gardener in good standing 2. Experience working with partnership development and/or community outreach initiatives 3. Effective verbal and written communication skills 4. Works well with others in challenging situations to find common ground and satisfactory resolutions 5. Experience in strategic planning

Polk County, IA - MASTER GARDENER VOLUNTEER OPPORTUNITIES

TITLE OF OPPORTUNITY	Education Representative -Polk County Master Gardener (PCMG) Advisory Council
TIME COMMITMENT	6-8 hrs. per month
DURATION	3-year commitment, limit of two terms.
LOCATION	Polk County, Iowa
DESCRIPTION	The Education Representative of the PCMG Advisory Council is responsible for promoting, evaluating, and increasing internal education opportunities for PCMG members.
RESPONSIBILITIES	<ul style="list-style-type: none"> · Attend monthly PCMG Advisory Council meetings · Meet quarterly with projects that design internal educational experiences for PCMG members, including but not limited to the Bus Trip committee and Program Committee. · Collaborate with the Program Coordinator on education experiences for the Master Gardener Training · Participates in the development and implementation of PCMG strategic plan · Represent PCMG in public and private events to promote the work of PCMG · Advocates for increasing/elevating educational experiences for PCMG members in the strategic plan process
SKILLS & QUALIFICATIONS	<ol style="list-style-type: none"> 1. Polk County Master Gardener in good standing 2. 2-3 years of experience as a PCMG volunteer 3. Effective verbal and written communication skills 4. Works well with others in challenging situations to find common ground and satisfactory resolutions 5. Experience in strategic planning

Polk County, IA - MASTER GARDENER VOLUNTEER OPPORTUNITIES

TITLE OF OPPORTUNITY	Fundraising Representative -Polk County Master Gardener (PCMG) Advisory Council
TIME COMMITMENT	6-8 hrs. per month
DURATION	3-year commitment, limit of two terms.
LOCATION	Polk County, Iowa
DESCRIPTION	The Fundraising Representative of the PCMG Advisory Council is responsible for meeting yearly PCMG fundraising goals, and planning for the overall financial health of PCMG.
RESPONSIBILITIES	<ul style="list-style-type: none"> · Attend monthly PCMG Advisory Council meetings · Meet quarterly with leadership of the Art in the Garden, Garden Tour, and Plant Sale teams to foster collaboration and idea sharing · Collaborate with Project Leaders to elevate established PCMG fundraisers to increase revenue, while maintaining the educational mission of PCMG in all events/initiatives · Develop other fundraising events or initiatives as needed to reach yearly goal. Recruit MG volunteers and delegate responsibilities as appropriate · Participates in the development and implementation of PCMG strategic plan · Represent PCMG in public and private events to promote the work of PCMG · Represent the long-term financial interests of PCMG, and projects involved in fundraising, in the strategic plan process · Communicates fundraising initiatives across PCMG to the Advisory Council
SKILLS & QUALIFICATIONS	<ol style="list-style-type: none"> 1. Polk County Master Gardener in good standing 2. Proven success in fundraising and/or event planning 3. Effective verbal and written communication skills 4. Works well with others in challenging situations to find common ground and satisfactory resolutions 5. Experience in strategic planning

Polk County, IA - MASTER GARDENER VOLUNTEER OPPORTUNITIES

TITLE OF OPPORTUNITY	Garden Representative -Polk County Master Gardener (PCMG) Advisory Council
TIME COMMITMENT	6-8 hrs. per month
DURATION	3-year commitment, limit of two terms.
LOCATION	Polk County, Iowa
DESCRIPTION	The Garden Liaison of the PCMG Advisory Council is responsible for representing the strategic interests of the demonstration gardens in the development and implementation of the PCMG Strategic Plan.
RESPONSIBILITIES	<ul style="list-style-type: none"> · Attend monthly PCMG Advisory Council meetings · Meet quarterly with leadership of demonstration gardens and other gardeners associated with the demonstration garden to understand operational, infrastructure, and financial wants and needs · Participates in the development and implementation of PCMG strategic plan · Represent PCMG in public and private events to promote the work of PCMG · Advocates for the wants and needs of demonstration gardens in the strategic plan process · Communicates to demonstration gardens work of the Advisory Council · Attends significant demonstration garden events to increase awareness and understanding of the function and culture of the demonstration gardens
SKILLS & QUALIFICATIONS	<ol style="list-style-type: none"> 1. Polk County Master Gardener in good standing 2. 2-3 years of experience as a PCMG volunteer in one or more of the demonstration gardens 3. Effective verbal and written communication skills 4. Works well with others in challenging situations to find common ground and satisfactory resolutions 5. Experience in strategic planning

Polk County, IA - MASTER GARDENER VOLUNTEER OPPORTUNITIES

TITLE OF OPPORTUNITY	Operations Representative-Polk County Master Gardener (PCMG) Advisory Council
TIME COMMITMENT	6-8 hrs. per month
DURATION	3-year commitment, limit of two terms.
LOCATION	Polk County, Iowa
DESCRIPTION	The Operations Representative of the PCMG Advisory Council is responsible for creating and maintaining an inventory of PCMG infrastructure, evaluating current and proposed infrastructure needs, and be the grounding force for PCMG in evaluating the realities of various projects.
RESPONSIBILITIES	<ul style="list-style-type: none"> · Attend monthly PCMG Advisory Council meetings · In collaboration with Garden Liaison, meet with Project Leaders who have infrastructure (i.e. gardens) to maintain, replace, or expand · Inventory and itemize infrastructure related to PCMG to include status of infrastructure and replacement costs. · In collaboration with Garden Liaison and Project Leaders, itemize infrastructure wish list with estimated cost. · Develop prioritization model to use in prioritizing infrastructure wish list. · Maintain running prioritization infrastructure list aligned with strategic plan and vision. · Represent PCMG in public and private events to promote the work of PCMG
SKILLS & QUALIFICATIONS	<ol style="list-style-type: none"> 1. Polk County Master Gardener in good standing 2. Experience in systems and model design 3. Effective verbal and written communication skills 4. Works well with others in challenging situations to find common ground and satisfactory resolutions 5. Experience in strategic planning

Polk County, IA - MASTER GARDENER VOLUNTEER OPPORTUNITIES

TITLE OF OPPORTUNITY	Volunteer Engagement Representative -Polk County Master Gardener (PCMG) Advisory Council
TIME COMMITMENT	6-8 hrs. per month
DURATION	3-year commitment, limit of two terms.
LOCATION	Polk County, Iowa
DESCRIPTION	The Volunteer Engagement Representative of the PCMG Advisory Council is responsible for gathering information on, and evaluating volunteer trends within PCMG. The Representative will use information to suggest improvements to the program, including but not limited to, mentor programs, MG intern support, member retention activities, and leadership recruitment and development.
RESPONSIBILITIES	<ul style="list-style-type: none"> · Attend monthly PCMG Advisory Council meetings · Attend one quarterly meeting per year for each of the other representative areas. · Collaborate with Program Coordinator on methods to gather information about volunteer engagement, retention and satisfaction among the PCMG membership. · Collaborate with the Program Coordinator, Project Leaders, and other relevant stakeholders to increase volunteer engagement, retention and satisfaction over time. · Collaborate with the Program Coordinator on methods to improve retention through the MG internship year. · Collaborate with the Program Coordinator on methods for volunteer leadership recruitment and development. · Advocates for the best interests of PCMG as a whole based on volunteer trends and feedback, in general and during the strategic planning process. · Communicates volunteer trends and feedback to the Advisory Council.
SKILLS & QUALIFICATIONS	<ol style="list-style-type: none"> 1. Polk County Master Gardener in good standing 2. Experience working with diverse audiences 3. Effective verbal and written communication skills 4. Works well with others in challenging situations to find common ground and satisfactory resolutions 5. Experience in strategic planning