



**Oregon State University**  
**Extension Service**  
**Master Gardener**



### Position Description

**Title:** Oregon State University Extension Service Master Gardener™ Volunteer

**Purpose:** To provide research based and objective information and educational programs on sustainable home horticulture to the general public.

#### Brief description of the position

- Answers general public questions and inquiries about gardening, landscape maintenance, pest management and related topics by telephone; at clinics, demonstrations, workshops, or informal classes; or in other ways possible and practical.
- Cooperates with an assists local OSU Extension faculty and staff.
- Keeps appropriate records, such as volunteer hours and public contacts; client questions and contact information.
- May assist in preparation of specific educational resources.

#### Optional assigned duties (check if applicable)

- Works directly with persons under the age of 18 years, as part of their assigned volunteer service; in school gardens, community gardens, school garden programs, or in other venues
- Drives a motor vehicle on behalf of Oregon State University Extension, as part of their assigned volunteer service

#### Requirements

- Must be available to participate in the training program for Master Gardener volunteers.
- Must be available to provide volunteer service to OSU Extension during the year that training is completed, and equivalent to the number of hours of training received.
- Must be able to effectively communicate with the public by telephone, personal contact, group contact, or in writing.
- Must demonstrate a commitment to diversity and to ensuring equal opportunity for those wishing to benefit from OSU Extension programs and services.
- Should have some knowledge and skills in basic horticulture and related areas.
- Should enjoy working with people.

#### Supervision

- The county Extension faculty with responsibility for the local Master Gardener program provides overall supervision and support.
- Immediate supervision and support may be provided by a program assistant or a program coordinator, if available.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OSU Extension Signature: \_\_\_\_\_

Date: \_\_\_\_\_