UNIVERSITY OF IDAHO
MASTER GARDENER VOLUNTEER DEVELOPMENT PROGRAM
POSITION DESCRIPTION (for Ada County)

Brief Description of Master Gardener (MG) Responsibilities:

MG volunteers assist at the Cooperative Extension office answering home gardening questions by phone and in person. If the MG volunteer is skilled in public speaking, he/she will teach gardening classes to groups. Volunteers assist with educational horticulture projects and activities in the community as well, like information booths, horticultural demonstrations, tours, community garden exhibits, Idaho Botanical Garden work and landscape work at the Extension office.

Requirements:

Participants must:

Have a desire to share horticultural information with others while improving their own horticultural knowledge and skills.

Be able to effectively communicate with the public by telephone, personal contact and/or group contact.

Be available to complete 60-hours of MG classroom training, complete all lab assignments in the same year as your course exams, and complete an additional 50-hours of volunteer hands-on practicum and teaching during the spring and summer of the same year as the classes.

Donate 40 hours of your 50 practicum hours at the Extension office working in the MG plant clinics, the Extension landscape, and other horticultural projects at the office during office work hours (9:00 a.m. – 5:00 p.m.), Monday through Friday.

Be able to attend 3 summer garden tours, horticultural demonstrations, and/or training updates in the same year as your MG course.

Be responsible to the Extension Educator-in-charge of the Master Gardener Program. All outside project work must be approved by the Educator-in-charge. Project forms (requests and summary forms) must be completed by the volunteer to receive MG credit.

Follow all University of Idaho horticultural recommendations and cooperate with the county U of I Extension staff.

Supervision:

The Extension Educator-in-charge of the MG Program, MG Program Assistants, and the Advanced Master Gardeners provide supervision and educational support to the Master Gardener volunteer.

The Extension Educator-in-charge will provide in-service training and will furnish space, a telephone and other needed support materials when volunteers work at the Extension office.

The Extension Educator-in-charge will assign, review and evaluate hands-on practicum work on outside projects.

The University of Idaho provides equal opportunity in education and employment on the basis of race, color, religion, national origin, gender, age, disability, or status as a Vietnam-era veteran, as required by state and federal laws. In Compliance with the Americans with Disabilities Act of 1990, those requesting reasonable accommodations need to contact our office five days before the date you plan to attend at 5880 Glenwood Street, Boise, ID 83714, 377-2107

UNIVERSITY OF IDAHO
MASTER GARDENER VOLUNTEER DEVELOPMENT PROGRAM
POLICY GUIDELINES (for Ada County)

Purpose:

The Idaho Cooperative Extension System's Master Gardener (MG) Volunteer Development Program is an educational opportunity designed to meet the gardening informational needs of the community. The purpose of the program is to train volunteers to assist in disseminating horticultural information to Extension clientele at the Extension office. Master Gardener program participants receive 100-hours of training (classroom and hands-on practicum) in horticulture to improve their own horticultural knowledge and skills.

Volunteer Commitment:

To become a Master Gardener, the applicant must complete 50-hours of classes, complete all lab work and exams (with a satisfactory grade), attend at least three tours, and complete an additional 50 hours of hands-on volunteer practicum training. Do not sign up for this program if you cannot volunteer your time during the day.

Forty hours of this volunteer service **must** be spent at the Extension office during 9:00 a.m. – 5:00 p.m. Monday through Friday. This practicum work enhances the participant's horticultural knowledge and ability to work with people and landscape plants, as well as improve the MG intern's skills at identifying plant diseases, weeds, and insects.

Other project work in the community is based on a mutual decision by the Extension Educator-in-charge and the Master Gardener participant. A number of interesting options for community involvement are possible.

Certification:

Upon the satisfactory completion of the Master Gardener classroom training, exams, lab work, and volunteer hands-on training, the MG applicant will receive a certificate and identification badge which verifies satisfactory completion of the Idaho MG Program.

Use of Title:

The title "Master Gardener" is to be used only and exclusively with the University of Idaho Cooperative Extension System's Master Gardener Volunteer Development Program. It cannot be used for commercial purposes.

MG Interns are expected to wear their MG identification badge during class and anytime they are performing volunteer work affiliated with the MG Program.

The training and certification gained by an individual in the Master Gardener Program may rightfully be used and listed on business cards or as qualifications when seeking employment.

Fees:

There is a $150 fee charged to cover the MG manual, MG identification badge and certificate, printed resource materials, lab materials and other literature received during training. These printed resources become part of your personal property upon completion of the program.

Training Dates/Time:

Fall through Spring, a half day per week. Contact the Ada County Extension Office for specific day and time.

Location:

University of Idaho Cooperative Extension Office (Ada County), 5880 Glenwood Street, Boise, 83714, Phone: 287-5900

Return this form to:

S. Bell, University of Idaho Cooperative Extension System, 5880 Glenwood, Boise, ID 83714

(Ada County)
MASTER GARDENER APPLICATION

I would like to be considered for the Master Gardener (MG) Training Program. I understand that if accepted into the MG Program I am required to complete 110-hours of training (60 classroom and 50 hands-on). **Training must be completed by September 1 of the program year.**

I agree to follow the University of Idaho Cooperative Extension System Affirmative Action and Equal Opportunity Policies by not allowing discrimination on the basis of race, gender, color, age, religion, national origin, or disability.

Signature _____Date_____

Name *(please print)* _____

Address _____City _____ Zip _____

Phone _____ (w) _____ (h)

How did you learn about the MG Program? Why do you wish to become a Master Gardener?

Years of gardening experience? _____ Where else have you gardened before moving here?

Do you belong to a garden club or garden-related group? Which one? How long?

What do you expect to learn from this course?

Have you ever been in a Master Gardener Program before? Indicate where and year(s).

Master Gardeners must complete 50-hours of community service.
How would you like to use your volunteer time to help others in the community?

How would you rate your "people skills" (ability to work with others)?

_____ Excellent _____ Good _____ Fair

How would you rate your gardening skills?

_____ Expert _____ Intermediate _____ Beginner

Which are you knowledgeable in growing any of the following?

_____ Houseplants
_____ Vegetables
_____ Tree fruits
_____ Berries
_____ Herbs
_____ Annual flowers
_____ Perennial flowers
_____ Trees
_____ Other (specify): _____
_____ Turf
_____ Shrubs
_____ Ground covers

How do you receive garden information?

_____ Newspapers/Magazines
_____ Garden Club
_____ Classes
_____ Master Gardeners at Extension Office
_____ Other (please explain): _____
_____ Family/Friends
_____ Extension Bulletins
_____ Nursery/Garden Centers
_____ Garden Books

Are you now employed? _____ Yes _____ Full-time? _____ Part-time?

_____ No

Are you retired? _____ Yes _____ No **Semi-retired?** _____ Yes _____ No

(Ada County)
MASTER GARDENER OPPORTUNITY CONTRACT

I wish to become a University of Idaho Master Gardener. I understand that to receive certification I must complete 110 total training hours (60-hours of classes and 50-hours of hands-on training). I know that I must finish all quizzes, exams, lab work, and 3 tours or horticultural demos to become a certified Master Gardener. I realize that: part of my hands-on training must be spent at the Extension office during the work week, that I can sign up for more than one hands-on community project and can volunteer more than 50-hours. If I am accepted as a Master Gardener trainee, I will abide by all regulations and recommendations of the University of Idaho Cooperative Extension System.

Signature _____ Date _____

Name (*please print*) _____

Address _____ Zip _____

Phone _____ (W) _____ (H)

PARTICIPANTS UNABLE TO COMPLETE 50-HOURS OF VOLUNTEER SERVICE SHOULD NOT SIGN UP FOR THE MASTER GARDENER PROGRAM.

Bell/mg/mg3/rc

SELECT SEVERAL PROJECT AREAS THAT ARE OF INTEREST TO YOU:

PLANT CLINICS

__X__ Identifying plant problems at the Extension office (MG clinic)

__X__ Advanced MG plant clinic

GARDEN PROJECTS

___ 4-H youth garden projects

___ Weed/insect collection

___ Demonstration gardens

___ Senior citizen gardening project

SUPPORT ACTIVITIES (art)

___ Artwork, calligraphy, painting

___ Typing, mailing, stapling

___ Photography

___ Poster, flyer design

___ Display boards

COMMUNICATIONS/WRITING

___ Garden newsletter articles

___ Garden newsletter coordinator

____ Newspaper articles

SPEAKERS BUREAU

___ Speaker/Presenter

___

___ Topic:_____

__

____ Youth groups only

____ Adult groups only

____ Adult or youth groups

____ Size of group (no limit)

____ Small groups only (10 or less)

SPECIAL EVENTS

___ Fair/information booths

___ Fund raising events

___ Garden tour helper

___ Garden School helper

___ Garden School coordinator

OFFICE ASSISTANCE

___ Filing/organizing paperwork collating

LANDSCAPE MAINTENANCE

__X__ Ada County Extension landscape

OTHER

___ Special Project idea
Topic:_____

Return this form to:
S. Bell, University of Idaho Cooperative Extension System (Ada County),
5880 Glenwood, Boise, ID 83714

In compliance with the Americans with Disabilities Act of 1990, those requesting reasonable accommodations need to contact the Extension Office at 377-2107 two weeks prior to the first class date.

Bell/mg/mg4/rc