



# Washington County Master Gardener™ Association

## Program Director Position Description

**Purpose:** To oversee WCMGA educational programs

**Directly Responsible to:** WCMGA Executive Board

**Benefits of the Position:** Meet and get to know other Master Gardeners; help shape the Chapter's direction; guide educational outreach opportunities for members and the public.

### Major Duties/Expectations:

- Participate/attend monthly Chapter and Board meetings
- Participate as a voting member of the Executive Board
- Prepare a written monthly report for WCMGA Executive Board and Chapter Chat
- Submit annual committee/project report at November Executive Board meeting
- Assist in conducting day to day Chapter business
- Liaison between Metro Master Gardener (MMG) Program Representative and WCMGA
- Monitor submission of Proposed Events Forms to MMG
- Create a Reference Calendar for Planning next year's events
- Create annual WCMGA Calendar of Public Events
- Coordinate with WCMGA President, Corresponding Secretary and Publicity Director regarding final calendars, educational events, and announcements
- Recruit MGs for event participation/speaker request invitations via MMG Program Representative
- Liaison with leads for the following:
  - WCMGA Gardens: Learning Garden at Jenkins Estate and Education Garden at PCC RC
  - Monthly Speaker Committee (MSC)
  - Outreach Activity Kits Committee (OAK)
  - WCMGA Special Events/Projects & Partner Tabling Events
  - MG Intern Training Workshops
  - Washington County Fair
  - School Gardens
- Attend at least one WCMGA sponsored Special Public Event per year

**Budget:** To be prepared/presented during the regular budget preparation cycle

**Skills Needed:** Timely communication, organization, ability to delegate, experience with Word and Excel, experience with OneDrive helpful (training provided as needed)

**Term:** 2 years

### Time Involved:

- 2 hours/month for monthly Chapter program and meeting
- 3-4 hours/month for WCMGA Executive Board meetings (includes preparing Board report)
- 4-8 hours/week communicating with various leads and MMG Program Representative  
(Note: Time is more concentrated in the Fall when setting schedules for the upcoming year)

**Training:** Current MG Certification

**Advisors:** Previous Program Director; WCMGA President

## Detail of Liaison Duties with WCMGA Committees and Programs

### WCMGA Gardens: Learning Garden at Jenkins Estate & Education Garden at PCC Rock Creek

- Meet with garden leads in late October/early November to outline the In the Garden series offerings, schedule dates for the sessions and determine which sessions will be offered for MG education credit (5 credits per garden).
- Coordinate with garden leads to assure that current MMG Program Representative, and WCMGA President and Publicity Director each receive a list of the upcoming year's educational offerings including which will be offered for MG educational credit.

### Monthly Speaker Committee (MSC)

- Attend the MSC planning meeting for the upcoming year, usually held late summer to early fall
- Assist as needed with creating and updating the Speaker Tracking Chart
- Determine which five talks will receive MG Education Credit hours
- Send final list of chapter speakers and education credit designation to current MMG Program Representative and WCMGA President, Garden Leads and Publicity Director
- Add MSC schedule to WCMGA Calendar of Public Events
- Chapter Meeting Attendance:
  - In-person Meetings
    - Provide attendance sign-in sheets and evaluation forms for presentations offered for MG Ed Credit
    - Monitor, or arrange for someone to monitor: the sign in process; hand out evaluation forms (if applicable); collect sign-in sheets and evaluations and deliver to Program Director
  - Zoom Meetings
    - Zoom meeting host sends attendance figures for presentation and for Chapter Business meeting
- Record attendance tallies for all Chapter Presentations & Meetings in Monthly Speaker Committee Attendance file on OneDrive
- Once recorded, send completed evaluation forms, along with the sign-in sheet, to current MMG Program Representative

### Outreach Activity Kits Committee (OAK)

- Communicate with lead re upcoming tabling events

### WCMGA Special Events & Partner Tabling Events

WCMGA : Meet the Mason Bees & Friends, Gardenfest, Open Gardens, Give1Grow1

Partner: Pollinator Palooza, Science Geek Out Fest, Barnes Elementary Garden Fair, Bethany Oktoberfest, Cedar Mill Fall event, OSU Extension 4-H Open House)

- Coordinate with event leads in October/early November to get dates scheduled
- Add dates to WCMGA Calendar of Public Events for the coming year
- Communicate with event leads re submitting MMG Activity/Event Proposal form
- Assist, as needed, to recruit MG volunteers for Partner Tabling Events
- Communicate with OAK Committee re activities and publications needed for events

### **MG Intern Training Workshops**

- Lead, or select a lead, to head up MG Intern Training Workshops
- October- communicate with MMG Program Rep re timeline, workshop guidelines, etc.
- Coordinate with Garden leads to recruit workshop instructors and select topics and dates
- Create a schedule (see OneDrive file for example of 2022 schedule)
- Provide support, as needed, to MG Instructors

### **Washington County Fair**

- Coordinate with WC OSU Extension staff regarding participation in tabling event for part or all of WC Fair which is usually held last week in July.
- Chair/appoint a chair, to staff volunteers and work with OAK Committee to determine what activity(s) and publications to provide for the MG table

### **School Gardens**

- Chair/Liaison for School Gardens
- Point person for inquiries from schools about school gardens.
- Ensure that MGs are aware of MMG Program standard response to Washington County phone clinic inquiries regarding school gardens.

### **OTHER:**

- **RECAN (Regional Extension Citizen Advisory Network) Committee Member** (optional)
  - Statewide organization with regional divisions.
  - Metro Region meetings are run by the OSU Extension's Regional Director for the North Willamette Region and the Assistant to the Regional Administrator.
  - Committee consists of 10-12 members from various groups (e.g., local food bank, CPO#1, Forest Service).
  - Committee meets quarterly to exchange ideas and information from various groups represented by the committee members.
  - Liaison for WCMGA-related matters