

Washington County Master Gardener Association

Program Director Position Description

Purpose: To oversee WCMGA educational programs and outreach

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 report for WCMGA Executive Board and Chapter Chat when relevant
- 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 Representatives and WCMGA (help explain Program/Partner hours, requirements for volunteering with unaccompanied youth, etc. to Master Gardeners)
- Assist Monthly Chapter Speaker committee with soliciting recommendations for speakers, keep a list of possible speakers and their contact information throughout the year. Call meeting in mid-August to begin process for following year
- Submit VAP and VAPR reports for complete In the Garden Series class schedule and assist other MGs with submitting VAP and VAPR reports to MMG when required for other activities
- Create a Reference Calendar for Planning next year's events
- Create annual WCMGA Calendar of Public Events, Publicity Director's Calendar, and Members' Calendar
- Coordinate with WCMGA President, Corresponding Secretary, Publicity Director and web team regarding final calendars, educational events, and announcements
- Coordinate WCMGA's attendance at yearly tri-county Intern Volunteer Opportunity Fair (set by MMG) and create Volunteer Opportunity chart
- Liaison with leads for the following:
 - WCMGA Gardens: Learning Garden at Jenkins Estate and Education Garden at PCC RC
 - Monthly Speaker Committee (MSC)
 - WCMGA Special Events/Projects & Partner Tabling Events
 - MG Intern Training Workshops
 - Grow 1 Give 1 (regarding budget and dates)
- Attend at least one WCMGA sponsored Special Public Event per year

Budget: To be prepared/presented during the regular budget preparation cycle (Includes budgets for Monthly Speaker committee, WCMGA Gardens, Outreach, and Grow 1 Give 1)

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:

- 1.5 hours/month for monthly Chapter program and meeting
 - 2 hours/month for WCMGA Executive Board meetings
 - 11 hours/month (average) remaining duties
- (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