



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: *Steve Renquist* _____

Date: _____



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Code of Conduct

(Reference Copy for Volunteer)

This Code of Conduct is an agreement between volunteers who commit to the Oregon State University Extension Master Gardener Program and the Oregon State University Extension Master Gardener program faculty / staff in charge of programming at the county or local level. The Code shall guide the volunteers' behavior during their involvement with the Master Gardener Program.

The OSU Extension Master Gardener Program provides objective, research-based educational programs accessible to all Oregon residents. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all Master Gardener Program participants (i.e. the general public that we serve, volunteers, faculty, staff and other professionals).

Master Gardener volunteers are expected to function within the guidelines of Oregon State University, Oregon State University Extension and the OSU Extension Master Gardener Program.

When volunteering as an Oregon State University Extension Master Gardener, I will:

- Represent OSU Extension, the OSU Extension Master Gardener Program and my individual county or local program with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Learn about, know, respect, adhere to and uphold the policies of the OSU Extension Service, the OSU Extension Master Gardener Program and my local or county Master Gardener Program.
- Participate in orientation and training programs to help me work more effectively as a Master Gardener volunteer.
- Comply with equal opportunity and anti-discrimination laws
- Accept supervision and support from Extension faculty or staff while involved in the program.
- Be willing to use and teach research-based practices and concepts in an objective manner. Keep personal opinions and actions separate from the research-based and objective recommendations made as a representative of this organization
- Accept volunteer assignments suited to my personal abilities and follow through and complete accepted tasks in a timely manner.
- When working in an OSU Extension Master Gardener demonstration garden or other Master Gardener site, use garden tools and other equipment in a safe and responsible manner.
- Participate in staff and program evaluations, as requested.

The Oregon State University Extension Master Gardener program will provide

- Mutually agreeable volunteer work assignments that align with the mission and vision of the Master Gardener program,
- Master Gardener volunteer orientation, training, support, and supervision.

- Access to current program requirements, policies and guidance

In addition, Master Gardener volunteers can expect to:

- Be kept informed and be listened to by Extension faculty and staff.
- Be trusted and respected by Extension faculty, staff and coworkers.
- Be valued as a person capable of unique contributions.

I have read and understand the Code of Conduct outlined above. I understand and agree that any action on my part that contradicts any portion of this Code is grounds for the suspension and/or termination of my volunteer status with the OSU Extension Master Gardener Program.

Signature _____

Date _____

Printed name _____

Last Revised 10/12/2017