

Home Garden Visits Chairman – Position Description

Overview

We occasionally get calls to offer landscaping advice where we have to visit the site in question. This could include homes, schools or businesses. After the visit we would suggest to the requestor ideas that seem to fit their needs and are good for the environment. There is no physical labor involved, only advice.

The Event Coordinator oversees all activities involved which may include an initial conversation with the requestor, finding a team to make the visit and follow up.

Qualifications

- Be a member in good standing for the previous year. Good standing includes:
 - Dues paid
 - At least 8 hours of annual continuing education
 - At least 20 hours of annual service in categories of VM, ES, YH and QL
 - Up to date with background check

Job Duties

- Be the point person for requests which may come in by way of the help desk or referred in other ways
- Make an initial phone call to the requestor if there were not enough details to be able to assign a team for the visit
- Know which of our members are interested in this kind of service
- Request that a notification be sent out to all members to ask for help if needed
- Remind the volunteers to log their hours in VMS
- Follow-up with either the team or the requestor to ensure project has been completed
- Possibility of additional duties as appropriate for Home Garden Visits Coordinator
- Prepare and present a summation of visits to the general membership

VMS Time Recording

- Record **volunteer hours** as **VM2** (MG Administrative Support) for coordinating the visit. These hours count toward the 20 volunteer hours per year that are needed in order to remain active as a Master Gardener.
- Record hours spent with the requestor as **ES5** (Home Garden Visits). These hours count toward the 20 volunteer hours per year that are needed in order to remain active as a Master Gardener.
- Record **Miles /Hours** as **NEP2** (Travel / Transportation Time). These hours do not count toward volunteer hours, but do count toward lifetime and milestone awards.
- Contacts are recorded by the team making the visit.

Related Documents:



SOP Home Garden Visits.docx



Tracking Form for Home Garden Visits.d