

Home Garden Visits Team – 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.

Team members make actual visit to the site and report back to the requestor with suggestions.

Qualifications

- Be a member in good standing for the previous year or an Intern.
- 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

- Update your VMS profile to indicate your interest in landscaping
- Notify the Home Garden Visits Coordinator of your potential willingness to make these visits
- Respond to requests from Coordinator if available and interested
- Set up a meeting with the requestor
- After the meeting provide suggestions to answer their questions
- Report back to the Coordinator periodically with updates and that the project has been completed
- Review the SOP for parameters for guidelines
- Log your hours in VMS
- Possibility of additional duties as appropriate for Home Garden Visits Team
- Participate in follow up visits

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:



Tracking Form for
Home Garden Visits.d