

Plant Clinic Coordinator – Position Description

Overview

The position of Master Gardener Plant Clinic Coordinator is an appointed position and is a member of the Full Board of Directors with voting rights. This position coordinates all of the events where we offer Help Desk information to the general public.

Qualifications

- Any candidate for the position of Plant Clinic Coordinator must be a member in good standing. Good standing includes:
 - Dues paid
 - At least 8 hours of annual continuing education
 - At least 20 hours of public education for projects in categories ES, YH and QL
 - Passed the background check
- Be familiar with the operation and organization of Plant Clinics
- Commitment for one year with option to renew

Job Duties

- Oversee the overall operation and organization of the Plant Clinics
- Work with all organizations who allow us to participate to dates, times, etc.
 - May include events such as Tomato Festival, Strawberry Faire, Farmers Markets
 - May include places that are selling plants such as Stranges and Lowes
- Ensure that all events are logged into VMS so that volunteers can sign up
 - Materials Set-up person will take equipment and supplies to the event
 - Volunteers to man the Mobile Help Desk
 - Materials Return person takes all equipment back to the office
- Confirm that new volunteers receive instruction in How to Run a Plant Clinic
- Ensure that equipment and supplies are available for each event
 - Tent, tables, any displays
 - Materials box includes some reference material and contact recording sheets, etc.
- Monitor VMS to confirm there are enough volunteers signed up for each event
- Ensure that the materials box is replenished after use and contacts from the event are recorded in VMS
- Attend or send a status report to monthly HMGA board meetings
- Possibility of additional duties as appropriate for Plant Clinic Coordinator

Related Documents

- SOP Plant Clinics
- Guidelines for Running a Plant Clinic
- Event Coordinator for a Plant Clinic – Position Description
- List of Usual Plant Clinics
- Contents of Plant Clinic Boxes
- Inventory of Available Banners
- Inventory of Available Demonstration Items (this document has not been created at this time)
- Contact Sheet