

Plant Clinic Event Coordinator – Position Description

Overview

Working with other organizations we set up plant clinic booths to be available to answer gardening questions from visitors to an event or location.

The Event Coordinator oversees all activities involved with a particular event or location for one or more plant clinics.

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
- Experience with previous year's plant clinics helpful

Job Duties

- Work with the Plant Clinic Coordinator to determine what event or location you will be in charge of
- Contact the partner organization to establish dates and times of event
- Determine if there will be a theme for an event and work with the Plant Clinic Coordinator to ensure any desired props are available
- Reserve equipment for the event with one of our volunteers who manages a satellite storage location or with the extension office where materials are kept in the Master Gardener shed. Provide information to the Plant Coordinator about dates, times, address of event, location of material to be used and any other relevant information so that event can be listed in VMS and posted in other locations
- Review the Guide to Running a Plant Clinic, 2018 version
 - Interns – 2 Interns can sign up for an event – when we have interns, otherwise there will be 4 slots for master gardeners
- Expect to receive emails from VMS when anyone signs up for or cancels for your event
- Monitor sign-ups regularly
 - Contact the Staff Volunteer Coordinator at least a week before the event if you need to send out a message to help fill vacant spots
 - If there are not enough volunteers within two days of the event notify the partner organization and those who have signed up that we will have to cancel
 - **Note:** MGs can sign up for unused intern spots if they have not been filled a week before the scheduled event
- Possibility of additional duties as appropriate for Plant Clinic Event Coordinator

Background Information

- There will be 4 VMS calendar entries for each event
 - Materials Pick Up – a person to pick up the materials from their storage location and deliver them to the plant clinic location. This person will usually also sign up as either a MG or Intern to volunteer at the plant clinic. The keeper of the materials will be listed in VMS and the Materials Pick Up person will need to arrange with them to schedule the pick up.
 - Materials Return – a person to return all materials to the storage location. This person will usually also sign up as either a MG or Intern to volunteer at the plant clinic. The keeper of the materials will be listed in VMS and the Materials Pick Up person will need to arrange with them to schedule the return.
 - Master Gardeners – there must be at least one master gardeners at each event
 - Interns – up to two interns can participate in an event as long as there is also at least one master gardener is also there

VMS Time Recording

- Record **volunteer hours** as **VM2** (MG Administrative Support). These hours count toward the 20 volunteer hours per year that are needed in order to remain active as a Master Gardener.
- Record Meetings as **VM1** (Master Gardener Meetings) 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.
- There are **no** contacts to record.