

## **The Orange County Extension Master Gardener Volunteer Intern Training Program**

The NC Extension Master Gardener Volunteer Program in Orange County is a joint endeavor of the NC State Extension Service and gardening volunteers. The program is designed to recruit and train volunteers to help meet the educational needs of home and community gardeners.

Master Gardener Volunteer Trainees will receive 40 hours of training in the areas of fruits, vegetables, lawns, houseplants, ornamentals, etc. Take home quizzes will be given.

**Master Gardener Volunteer Trainees are required to donate 40 hours of volunteer time including at least 4 hours of educational time during the one-year period following the course. A minimum of 4 hours of volunteer time will consist of Extension office orientation and answering telephone calls related to gardening. After completing the requirements the Master Gardener Volunteer Intern will become a certified Master Gardener Volunteer.**

Required for every year of participation in the Master Gardening Volunteer Program is attendance at a minimum of four educational programs sponsored by the Master Gardener Volunteer Advisory Committee, and an additional 36 volunteer hours to maintain the status of Certified Master Gardener Volunteer. Four of those 36 hours must be in the office. The remaining 32 hours can be in any of our designated Extension sponsored projects

### I. REQUIREMENTS

1. Knowledge and/or interest in gardening and environmental education.
2. Willingness to work cooperatively with local agents and others.
3. Ability to communicate with public by telephone, group settings, and/or one-on-one office contact.
4. Available to devote a minimum of 40 hours per year of volunteer time to Orange County Extension Master Gardener Program.
5. Complete the course training and demonstrate knowledge of subject matter.

## II. DUTIES OF MASTER GARDENER VOLUNTEER

- A. Assist County Extension agents in responding to gardening questions by answering telephone calls; setting up and conducting meetings, clinics, tours, demonstrations; and program evaluations. Deliver specific approved programs.
- B. Familiarize yourself with the North Carolina Cooperative Extension Service.

## III. DESIGNATED MASTER GARDENER VOLUNTEER OPPORTUNITIES INCLUDE THE FOLLOWING:

### A. **Education Outreach Areas:**

- Phone Duty – answer homeowner questions while in the office four hours per year (required)
- Plant Clinics – answer questions at Farmers' Markets and NC Botanical Garden.
- Special Events – design and set up exhibits at malls, shows, the state fair, and other events
- Gardening Classes – assist the agent in presentations to home /community gardeners
- Speakers Bureau – give presentations to garden clubs and civic groups
- Youth Gardens and Clubs, 4 H Summer Day Camps – give presentations
- Community Gardens – train and guide

### B. **Office Maintenance:**

- Office Work – file, update mailing list
- Visual Aids – take pictures, develop graphic materials
- Computers – development and utilization
- Notebooks – research, compile, proof and distribute material
- Fund Raising – work with plant sales and other designated activities
- Master Gardener Volunteer Newsletters – editor and staff

## IV. TRAINING

The training program is the responsibility of the North Carolina Cooperative Extension Service. In Orange County, instruction begins in the first week of September after Labor Day and proceeds until December. Instruction will be conducted primarily by County Extension Agents. Specialists, experienced Master Gardener Volunteers or local professionals may be utilized to supplement the training. Master Gardener Volunteer trainees are expected to attend each session. The training will emphasize preparing the trainees for their volunteer roles.

A core curriculum of 40 hours will include training in the following:

Orientation to the N.C. Cooperative Extension Service and the Master Gardener Volunteer program:

Plant Pathology	Environmental Education
Botany	Soils/fertility
Fruits	Houseplants
Vegetables	MG Volunteer Activities
Flowers	Lawns
Pesticides	Integrated Pest Management
Landscape Maintenance	Plant Propagation
Trees	Entomology
Electives (e.g. landscaping, wildlife management, etc.)	

Field trips are sometimes included but will not replace more than 5 hours of the core training curriculum.

## V. POLICIES REGARDING NORTH CAROLINA MASTER GARDENER VOLUNTEERS

The *titles Master Gardener Volunteer Trainee and Extension Master Gardener Volunteer* are to be used only and exclusively by those enrolled in the NC Cooperative Extension Service Master Gardener Volunteer Program. Master Gardener Volunteers are expected to identify themselves as such only when doing unpaid volunteer educational work on behalf of the Cooperative Extension Service.

This is a NC State University - North Carolina Cooperative Extension Service public service program providing unbiased information. Master Gardener Volunteers involved in a commercial activity must avoid giving implied University or Extension Service endorsement of any product or place of business. Doing so is improper and is grounds to be dismissed from the program.

In making recommendations, which include the use of pesticides (e.g. insecticides, herbicides, and fungicides), NC Master Gardener Volunteers are to follow published NC Cooperative Extension Service recommendations. Cultural practices which an experienced Master Gardener Volunteer considers appropriate which are not specifically covered by Extension Service recommendations may be suggested. The source of the information should always be provided.

**NOTE:** Questions concerning commercial production of crops, landscape installation and pest control in such areas are to be referred to the local County Extension Agent.

A Master Gardener Volunteer must attend the prescribed hours of instruction and pass quizzes administered by the NC State Extension before becoming a certified Master Gardener Volunteer. This certification is restrictive in nature in that it is valid only when the individual is participating in the NC Master Gardener Volunteer program and for one year only. If an individual ceases active participation, then the certification as Master Gardener Volunteer becomes void. New certifications will be issued each year only to those individuals who have completed 40 hours of volunteer work for that year. Those not continuing in the program will not be recertified and should NOT represent themselves as Master Gardener Volunteers. Fraudulent representation is a violation of their original commitment to NC Extension.

The training and experience gained by participation in the NC Master Gardener Volunteer program are valuable and may rightfully be listed and featured as qualifications when seeking employment. Once employed, and while serving as a paid employee, or if self-employed, Master Gardener Volunteers should not display credentials or give the appearance of being a Master Gardener Volunteer at the place of business (unless the place of business is specifically designated as a Master Gardener Volunteer Clinic location by the County Extension Agent).

Experienced Master Gardener Volunteers are likely to receive invitations to speak before groups. It is inappropriate to seek engagements for pay while participating in an authorized NC Extension role but Master Gardener Volunteers may accept donations to the program which would be used for educational material.

APPLICATION

**EXTENSION MASTER GARDENER VOLUNTEER PROGRAM**

Complete and submit, early submission is preferred, but no later than August 1, 2018

Return to:

Mart Bumgarner electronically (scanned) preferred: [mart\\_bumgarner@ncsu.edu](mailto:mart_bumgarner@ncsu.edu)

Or hard copy:

Orange County, NC State Extension  
306-E Revere Rd.  
Hillsborough, NC 27278

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

Phone(s) \_\_\_\_\_ Best time to call \_\_\_\_\_

How did you hear about the Master Gardener Volunteer program?

\_\_\_\_\_

1. Check one of the following:

- Working part-time    Working full-time    Retired    Not employed

2. Please circle the highest level of education completed:

6 7 8 9 10 11 12   College 1 2 3 4 5 6 7 8

This part of the application is to help us begin to get to know you. Lack of horticultural experience does not preclude you from the program.

Years of gardening experience in Orange County\_\_\_\_\_ Years gardening in other states \_\_\_\_\_

List your top three areas of gardening interest. \_\_\_\_\_

List any gardening groups in which you are currently active. \_\_\_\_\_

Name any gardening and/or horticulture publications/websites to which you subscribe or read as references. \_\_\_\_\_

List any formal training in horticulture/gardening. \_\_\_\_\_

What contact, if any, have you had with Cooperative Extension Service?

What volunteer roles are you most interested in performing? (Example youth horticulture, demonstration gardens, presentations, governance, Farmer's markets, Help Desk, etc.)

List any special skills that might be used in a volunteer capacity (example - photography, drafting, teaching background, carpenter, fund raising)

Indicate the best time of day for you to do volunteer work. Example: Friday morning

List previous work experience that might assist you in the Master Gardener Volunteer program.

**Previous Volunteer Experience**

Organization

Position

Number of years

\_\_\_\_\_

\_\_\_\_\_

Why do you wish to be in the Master Gardener Volunteer program? (Use a continuation sheet if needed)

---

---

---

---

---

---

---

---

I wish to become a Master Gardener Volunteer and would like to be accepted into the training program. I understand the applications will be evaluated to select the best candidates to assist with consumer horticulture education. If accepted into the program, I agree to volunteer a minimum of 40 hours through the Cooperative Extension Service during the year following my completion of the course. I understand there will be a fee of \$125.00 to help cover the cost of the training and materials.

---

Signature

---

Date

Thank you for taking the time to complete and submit the Extension Master Gardener Volunteer Intern Program Application.

We will contact you to confirm receipt of the application and to coordinate a date for interview.

Respectfully,  
Mart Bumgarner  
Orange County Cooperative Extension  
Crops and Horticulture Agent and Pesticide Coordinator  
mart\_bumgarner@ncsu.edu  
(919)245-2062