

Roles and Responsibilities Overview

Role Title: Intern Training Committee Chair

Purpose of the Role

Lead ITC in refining, developing and implementing annual MG training.

Key Responsibilities

- Lead ITC meetings, delegating projects to committee members as needed
 - Schedule committee meetings bi-weekly September-January, then as needed throughout class
- Based on feedback from committee members and previous class's feedback, decide:
 - Order of class content
 - Speakers:
 - Class content
 - Project Leaders
 - Presentation parameters eg time limitations, break, etc
 - Updating and refining online component of course
 - Eg Accessibility, training videos, lab exercises, etc
 - Updating and refining face-to-face component of course
 - Eg hands-on activities, tech support, advisor/student lab discussion
 - Role of Advisors
- Update and refine MG course website annually and as needed
- Secure space for class ASAP in September
 - Day classes 0830-1230
 - Evening classes 1800-2100
- Contact presenters (Sept-Oct) and Project Leaders (for both speaking in class and leading tours)
 - Follow-up with reminder email two weeks prior to schedule presentation
 - Include presentation parameters
 - For Project Tours:

- Schedule
- Follow-up reminders

➤ Contact students before class begins

- Materials Pick Up date/place/time (one week before class)
- Welcome letter (2-3 days before class)
 - Link to online course
 - Link to “How To” video setting up TEMG account for logging volunteer hours

➤ Schedule meeting two weeks prior to course beginning for ITC team to assemble student materials

➤ Create email group contact lists:

- Students
- ITC team
- Presenters

➤ Regularly follow-up on MG email

➤ Once class begins, assure:

- Students are progressing in course
- Advisors and assigned students are communicating

➤ Follow-up on student issues with:

- Technology
- Course content
- Course material
- Situational difficulties inhibiting progress
- Communicate any issues with successful progress and/or completion of course with Extension Agent

➤ Agree to be Advisor

➤ Attend all classes

- Develop and push out weekly emails to students and ITC team:
 - Summary of in-class highlights
 - Including link to recording of class
 - Assignment for next class, including links:
 - Reading
 - Weekly Review (Quiz)
 - Labs
 - Reminders for CEUs, Labs, Project Tours
- Develop and submit monthly BoD report
- Attend monthly BoD meetings
- Attend biannual BoD Retreats
- Organize end-of-class celebration
 - Schedule for the first Monday in May (at time of regularly scheduled monthly MG meeting)
 - Request volunteers from ITC team and any interested Master Gardeners to contribute to food, table and wall decorations, etc.
 - Develop and email invitations to:
 - Students
 - Presenters
 - Extension team
 - Local politicians (eg Mayor)

Skills and Qualifications

- Master Gardener training
- MG Volunteer and CEU requirements up-to-date
- Familiarity (ideally experience as well) with best practices for:
 - Adult education
 - Online education
- Experience with online course development
- Experience with development of Google forms, Share Drives, etc

Reporting Structure

Report to BoD President and Rylan Thompson

Performance Expectations

- Positive feedback from students at end-of-class evaluations
- 95% student success rate
- Responsive to feedback from:
 - Rylan Thompson
 - BoD President
 - ITC team

Term of Service

Two years

Other Notes