

Volunteer Hours Coordinator

The volunteer hours coordinator is responsible for the documentation and reporting of all master gardener volunteer (Admistration, Community, Training) and Continuing Education Unit (CEU) hours earned by members based on a January-December calendar year. There is no term limit for this position.

Duties and Responsibilities:

The volunteer hours coordinator will be responsible to the general membership by:

- * routinely informing members of preferred methods to turn in hours (postal mail, e-mail, phone, Extension Office, etc)
- * submitting all submitted ACT and CEU hours on-line as submitted, without judgement of information submitted (if questions arise, the coordinator must contact the Extension Agent Coordinator for clarification and/or confirmation)
- * updating individual members of status as requested
- * notifying members once certification requirements have been reached
- * maintaining supply and providing project sign-in and individual documentation forms
- * training new class members regarding hourly documentation
- * entering project evaluation summaries as submitted by project chairpersons
- * submitting a monthly report/reminder to the newsletter chairperson within timeline requested
- * and other duties as needed

The volunteer hours coordinator will be responsible to the Extension Agent Coordinator by:

- * maintaining accurate on-line county membership status (active, inactive, interim, certified, advanced, VIP, lifetime)
- * updating on-line project list by adding new and removing completed projects from report
- * providing updated reports as requested (typically in December for annual report)
- * confirming any irregularities/questions regarding hours submitted
- * forwarding names of interim members reaching certification status to Extension Office for name badges
- * forwarding names of members eligible for certification, VIP, and Lifetime status (names forwarded in October with presentation in January)
- * and other duties as needed

The volunteer hours coordinator will be responsible to the CCMGA board by:

- * presenting hourly total updates as requested
- * receiving and entering new projects forwarded by the president-elect
- * completing membership activity reports for the annual report
- * and other duties as needed

The volunteer hours coordinator will be responsible to the TMG State Coordinator by:

- * forwarding any problems with the on-line process for correction
- * and other duties as needed