

**CCMGI EXTENSION OFFICE CHAIRPERSON
JOB DESCRIPTION**

The Chairperson will organize a group of Master Gardener Volunteers to handle questions pertaining to gardening and home garden/pest and plant disease issues from the general public. The volunteer position runs from March to October each year.

Training will be held at the Extension Office, with the Master Gardener Chairperson or an experienced Volunteer. The new volunteer (s) will be familiarized with the computer programs involved in researching and identifying plants, pest and disease problems and providing proven solutions to the general public.

Each volunteer will work two hours each week at the desk and will handle phone calls, “walk-ins”, and internet/email question. Each new volunteer will also be instructed on how to document each person they have “helped” for reporting purposes at the end of the season.