



Position Description: Master Gardener Training Coordinator

The Master Gardener Training Coordinator is selected, appointed and overseen by the Texas A&M AgriLife Extension Service - County Extension Agent (CEA) Horticulture Program Coordinator who serves as the coordinator of the Master Gardener Program in Bexar County.

There is no limitation of time for the assigned appointment. However, at any given time, the CEA can reassign another person to the position.

The appointed MG Training Coordinator will work with the CEA to

- Plan and implement the training of MG Interns which is a required part of the certification process to become a MG in good standing.
- Coordinate the Advance Training classes held in Bexar County.

The MG Training Coordinator must have the time and skill (or ability to be trained) to

- Serve on the MG Intern Selection committee
- Set up the audio and visual equipment for class presentations
- Serve as 'host' for each class day
- Oversee MG volunteers who assist with the class:
 - Room set-up
 - Attendance
 - Hospitality
- Give presentations on a wide array of gardening topics as needed
- Serve in any capacity that is required by the CEA to meet the class needs.

The MG Training Class Coordinator will

- Provide the BCMG board with a written report on the status of the MG Interns on the progress towards certification.
- Attend BCMG board meetings as requested by the BCMG President and/or the CEA.
- Be issued a BCMG credit card to be used in accordance to BCMG directives to support the MG Training Class and other BCMG activities.