Local MG Coordinator:

Please complete the following assessment questions to the best of your knowledge. Please check all appropriate responses if more than one applies to your specific situation. Thank you!

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I am a

_____ volunteer coordinator
_____ locally funded technician (or equivalent) coordinator
_____ locally funded Extension agent coordinator

I have been with VCE (total time with VCE regardless of title)

_____ less than 2 years
_____ 2-5 years
_____ greater than 5 years

___ CHECK HERE IF YOU HAVE ASSUMED THIS POSITION SINCE JULY 1, 1998.

As the local coordinator, are you evaluated/reviewed by local MGs, Agents, Unit Directors, or District Directors? (If yes, circle all who evaluate.)

_____ yes ___ no

If so, how?

_____ personal, face-to-face interviews
_____ written surveys
_____ telephone interviews
_____ other (please specify) ________________________________

How frequently?

_____ quarterly
_____ annually
_____ bi-annually
_____ other (please specify) ________________________________

Who is your immediate supervisor?

_____ Extension agent
_____ Environmental Horticulture
_____ 4-H
_____ FCS
_____ District Director
_____ Committee (comprised of ________________________________)

131
Local Unit EX Number ______

_____ other (please specify) ____________________________________
Who are you directly responsible to?

_____ Extension agent

_____ Environmental Horticulture

_____ 4-H

_____ FCS

_____ District Director

_____ Committee (comprised of ___________________________)

_____ other (please specify) _______________________________

Who do you go to for solving problems or answering to questions?

_____ Extension agent

_____ Environmental Horticulture

_____ 4-H

_____ FCS

_____ District Director

_____ Committee (comprised of ___________________________)

_____ State Master Gardener Coordinator

_____ Extension Specialist, Environmental Horticulture

_____ other (please specify) _______________________________

What is your role in program development and implementation?

What additional training do you need to do your job as the local MG coordinator?

_____ conflict resolution

_____ motivation and volunteer job placement

_____ communication with VCE paid staff

_____ other (please specify) _______________________________

How are written job descriptions used locally?

_____ in advertising volunteer opportunities in the VCE MG program

_____ in selecting MG trainees

_____ in reviewing MG volunteers

_____ other (please specify) _______________________________
How are MG jobs determined in your unit program?

____ agent’s request based on POW committee
____ get written request from MG (i.e., project proposal form)
____ local MG association determines jobs
____ other (please specify) ________________________________

How are volunteer jobs currently assigned to MG volunteers?

____ advertise opportunities in the local MG newsletter
____ ask specific people
____ annual interest survey of MG volunteers; MG picks own job
____ wait for someone to ask for something to do

Are written job descriptions used in your unit program?  ____ yes  ____ no
If so, who writes them?

How do you recruit new MG volunteers?

____ newspaper add
____ TV spot
____ press release
____ fliers
____ word of mouth
____ other (please specify) ________________________________

Do you delegate recruitment responsibilities?  ____ yes  ____ no
If so, to whom?

Does your unit program do any/all of the following

____ recruit minority trainees
____ review completed applications to select most qualified
____ interview most qualified applicants
____ invite most qualified interviewees to sign volunteer contract
____ send letter to “non-trainees” for next year’s program
____ accept all applicants
How do you determine how many trainees will be recruited?

Who is sought as MG training instructors?

- VCE agents
- VCE specialists
- veteran MGs
- industry professionals
- community college instructors
- other (please specify) _______________________________

Who sets up initial MG training in your unit program?

- local coordinator
- delegated
  
  If delegated, to whom?

Who maintains class roles/attendance during training?

Which of the following are part of your local training program?

- orientation training prior to classes
- orientation during class session
- temporary nametags for trainees
- ice breaker activities/activities for trainees to get to know each other
- coffee breaks for social interaction
- field trips
- hands-on activities or “labs”
- speaker evaluations
- overall training program evaluations
- assignments to trainees (i.e., “homework”)
- open book final exams
- one final exam
- quarterly exams
- weekly quizzes
- preparation training for internship, including discussion of time sheets, volunteer job placement, responsibilities, and supervisor
- graduation festivities
- “Intern” certificates
- issuance of VCE “Intern” nametag

__ during training __ after successfully passing examination ___ at graduation
Who determines whether or not to conduct MG training?

- _____ local coordinator
- _____ local association
- _____ local Extension agents

How is it determined whether or not to conduct MG training?

- _____ planning meeting between local agents, local coordinator, and MGs
- _____ it is an annual event (we always conduct once a year)

How are MGs formally recognized for the work that they do?

- _____ “Intern” certificate after completion of training
- _____ certificate at completion of 50 hours of internship
- _____ hourly milestones set by the state
- _____ Volunteer of the Month program
- _____ annual banquet
- _____ annual thank you letter
- _____ Other (please specify)_______________________________________

- _____ We use informal recognition
  - _____ impromptu thank you notes
  - _____ coffee or lunch treat
  - _____ other (please specify)_______________________________________

Does your unit program conduct volunteer reviews/evaluations?  _____ yes  _____ no

If so, what is the goal of the evaluation process?

What is covered during the evaluation?

- _____ overall MG program
- _____ skills of the local MG coordinator
- _____ projects/activities of MG volunteers
- _____ individual MG performance

What methods are used to conduct evaluations?

- _____ personal, face-to-face interviews
- _____ written surveys
- _____ telephone interviews
- _____ other (please specify)
How is MG money handled?

- MG checking account
- funneled through a local club account
- no account
- MG association account
- other (please specify)____________________________________

How are MG-related expenses currently met?

- fund raisers, such as plant sales
- in-kind resource development
- monetary contributions (please explain____________________)
- association dues
- event fees (i.e., charge a registration fee, etc.)
- apply for grants
- other (please specify)

How are MG accomplishments and activities promoted to the public?

- word of mouth
- Extension newsletter
- press releases
- Internet site
- MG-paid newspaper advertisement
- free newspaper advertisement
- MG-paid public access advertisement
- free public access advertisement
- local MG column in newspaper
- included in VCE press releases and annual reports
- annual reports to county Board of Supervisors or other officials
- other (please specify)____________________

How are MG accomplishments reported to the local VCE office for inclusion in annual reports?

- time sheets submitted by individuals
- event summaries
- word of mouth
- communication between local coordinator and/or other MG with local agents at reporting time
- we currently do not have a means of doing this
How are volunteers “renewed” (annual intent to volunteer 20 hours and seek 8 hours of recertification training)?

_____ letter of intent or recertification
_____ contract
_____ informal discussion
_____ is part of the evaluation process
_____ no formal process -- whoever sticks around is considered an active MG
_____ other (please specify)

Which agents in the local Extension office work with MG volunteers?

_____ Environmental Horticulture
_____ 4-H
_____ FCS
_____ other (please specify)

What records do you keep?

_____ archival information
_____ time sheets
_____ application
_____ contract
_____ other (please specify) ________________________________

Have you or someone in the local program ever dismissed a volunteer? ____ yes ___ no
If yes, how was it handled?

Are inactive volunteers purged from the local roster? ____ yes ___ no
If yes, how?

What resources do you or people in your unit program currently use?

_____ VCE’s WWW pages
_____ listservs supported by OEH
_____ The Virginia Gardener information -- radio spots/press releases/newsletter
_____ video, slides available through OEH
_____ VCE publications
_____ other (please specify)

What additional resources would you like to see available from OEH?
Any other comments:

Thank you for completing this survey! Your confidential responses are very important in our efforts to assist the valuable job that you perform!