

Job Description for Grow it Eat it Class Helpers

The class Instructor will either email or call the class helpers with more specific jobs at least one week prior to the date of the class.

Expectations:

- *Arrive at the mutually- agreed upon time
- *Arrange your hours with the instructor prior to class
- *If possible, stay throughout the class to help answer questions
- *If possible, stay after the class time for clean-up
- *Required to wear the Master Gardener name-tag
- *Refrain from using cell phones during the class (except in an emergency)
- *Commit to maintain a terrific helpful attitude to both the class participants and to the instructors

Jobs:

- *Unload materials and carry them to the classroom
- *Set up the projector (with guidance from library coordinator)
- *Set up the computer to show the power-point presentation
- *Set up the screen to show the presentation
- *Set up display tables for the tri-folds, posters, pamphlets, etc.
- *Obtain any appropriate books or magazines for gardening resources
- *Organize the refreshment table (cups, plates, ice, water, napkins, candy, etc.)
- *Set up the demonstration tables for seed planting and transplanting seedlings
- *Organize the registration table's materials (sign-in sheet, folders, MG forms)
- *Register all of the class participants
- *Keep accurate records of the participants attending the class
- *Hand out the folders and supplies to all participants
- *Help the participants to plant seeds or to transplant the seedlings
- *Collect all of the evaluations from the participants
- *Clean up the classroom after the class is over
- *Pack up all materials neatly
- *Help the instructors with loading the materials into their vehicles