Program Facilitator Position Description

Program Facilitators are individuals trained by the Maryland Master Naturalist Program to initiate, coordinate and administer Maryland Master Naturalist Volunteer Training Programs at their local facility, or to coordinate the training when it takes place at an alternate site within their region. They are required to attend a Program Facilitator Workshop and set up a Volunteer Training based on the statewide Volunteer Manual. Facilitator will monitor Interns and Certified Master Naturalist Volunteers and schedule meetings/activities/opportunities at least once or twice each year to foster a sense of camaraderie with the corps of Master Naturalist volunteers.

Qualifications:

• Must be affiliated with an organization, agency, or group that places a priority on science-based environmental education and is willing to provide support for Master Naturalist Volunteer Trainings (e.g., classroom, A/V equipment, etc.)
• Can be an employee or volunteer of the designated Host Site, and is not required to take the Volunteer Training or be an environmental expert Coordinator.

Required Duties and Responsibilities:

1. Submit a Program Facilitator Workshop Registration Form.
3. Identify an approved Host Site for the Master Naturalist Volunteer Training.
4. Propose a Volunteer Training to the Master Naturalist State Program Coordinator.
5. Report to the Chapter President/State Program Coordinator.
6. Conduct a Volunteer Training, minimum of 60 hours, at least once within the 12 months following the Program Facilitator Workshop.
7. Use the Volunteer Training Manual as the primary training resource. Use standard program materials provided by the State Program Coordinator (applications, certificates, etc.) to support your program.
8. Personalize the Volunteer Training to a specific region (Mountain, Piedmont, Coastal Plain) while still providing a consistent statewide perspective on Maryland’s distinct regions, ecological processes, and conservation issues.
9. If you have less than 15 interested volunteers, consider working jointly with another facilitator to offer training at a neighboring Host Site.
10. Secure qualified training Instructors (refer to the Environmental Educators List of Instructors maintained by the State Program Coordinator).
11. Provide the Instructors with the Master Naturalist Curriculum Outline stating the learning objectives, topics to cover in their presentations.
12. Set training schedules. The decision of when to offer the training should also reflect the timing of the need for volunteer service. Fit course objectives into the course schedule.
13. Complete all required paper work and submit to the State Program Coordinator on time.
   a. Host Site Application,
   b. Proposed Training Schedule (Must be approved by State Program Coordinator),
c. Instructor Information Form & BIO, Instructor Photo Release Form, Instructor Presentation Outline,
d. Volunteer Training Agenda, Participant Information Form (Class Roster),
e. Volunteer Training Report Form,
f. Yearly Reporting Forms

14. Attend update sessions as specified by the State Program Coordinator.
15. Provide volunteers with a list of locations for volunteer service.
16. Set up field trips that will enhance the volunteer participants’ training experience.
17. Monitor participants’ progress and attendance at the Volunteer Training.
18. Submit demographic data of participants to State Program Coordinator.
19. Assist with group projects during the training program.
20. Work with the Chapter President or State Program Coordinator to distribute certificates, pins, and other forms of recognition to graduates who complete the certification.

**Rewards:** Gaining a knowledgeable volunteer base; getting to know different members of the community; the ability to offer a higher level of training to existing volunteers; utilization of group projects; generates programmatic funds for the sponsoring organization based on a percentage of participant tuition.