



Supporting the Volunteer Leadership Mission of the Louisiana Master Gardener Program

The Louisiana Master Gardener Program student intern will be responsible for assisting the state coordinator with program administration statewide. The intern will be responsible for assisting with designing LMG materials for statewide distribution and use, performing marketing tasks related to the promotion of the program, improving the online presence of the program, and assisting with maintenance of volunteer records. Additionally, the intern will assist with the development and installation of a new advisory leadership committee for the program, as well as assisting with the development of a volunteer policy handbook. This experience is designed to provide the intern with an in-depth look into the aspects involved in coordinating a statewide program.

Minimum Qualifications: Rising sophomores and juniors from LSU and partner institutions majoring in Horticulture or Agriculture and Extension Education and Evaluation (AEEE) with at least a 2.5 GPA are most competitive.

Preferred qualifications: Desire to serve others; excellent communication skills, attention to detail and experience with Word, Excel, and Power Point

Number of positions available for this placement: 1

Location: Hybrid position. The majority of tasks or duties are completed online. Meeting with primary mentor in-person as needed.

Primary Mentor: Sara R. Shields, Ph.D. is state coordinator for the Louisiana Master Gardener Program, a horticultural service and educational program offered through the LSU AgCenter. Dr. Shields also serves as the Regional Horticulture Coordinator for the LSU AgCenter's Central Region. 100% Extension.

Anticipated Tasks:

Weeks 1-2:

- Meet with mentor
- Submit a resume
- Identify and review internship leadership goals and overall goals for the internship
- Review LMG Program, online resources, and social media platforms
- Brainstorm sessions for signature project
- Develop and plan signature project
- Meet with mentor to review the signature project



Weeks 3-9:

- Review current LMG “branding” and presence
- Develop curriculum and lab activities for current LMG classes
- Brainstorm and develop guidelines for LMG volunteers working with school garden initiative
- Identify gaps in gathering and reporting volunteer efforts
- Promote and advocate for local LMG programs, highlighting efforts in local communities
- Develop presentation on signature project

Week 10:

- Review and evaluate leadership goals and overall goals
- Attend Exit Internship Seminars with presentations on signature projects - Present signature project
- Participate in a reflective discussion on internship experience
- Modify resume based on internship experience
- Complete an exit interview with mentor

Expected Outcomes:

- Identify methods for expanding promotion of LMG Program
- Develop new curriculum and lab activities for in-person, virtual, and hybrid classes
- Design guidelines and best management practices for LMG volunteers working with school gardens
- Demonstrate proficiency in highlighting efforts of local volunteers within the community