



Pierce County

Master Gardener Foundation

WASHINGTON STATE UNIVERSITY
EXTENSION

Pierce County Master Gardener Grant Liaison Position Description

- Submit monthly community garden update to the SBCCG committee. Report can be short; please include updates, pictures (if possible), accomplishments, key learnings, and next steps.
- Review reimbursement process and allowable expenditures with grantee. Ensure grantee submits reimbursement request(s) no later than November 1st of each calendar year.
- As requested, provide sourcing and technical expertise in support of grant purchases.
- Assist grantee in connecting with additional community garden resources.
- Visit the garden at least monthly while projects are in process.
- Provide technical support and education in constructing and maintaining gardens.
- Connect community garden to MG programs (Speakers Bureau, free PCMG classes, potential internship projects, office and community clinics, demo garden tours, etc.).
- Request clarification and support from the Grants Committee as needed.