

VOLUNTEER POSITION DESCRIPTION

Kentucky 4-H Youth Development Program
Kentucky Cooperative Extension Service
The University of Kentucky College of Agriculture

POSITION TITLE:

4-H Community Club Leader

TIME REQUIRED / DURATION OF APPOINTMENT:

- One and half hours club meeting from September through May
- Three to four hours planning and preparation time per meeting
- Events may require an additional three to six hours a month
- One year commitment

LOCATION:

Cooperative Extension Service office or other meeting place

GENERAL PURPOSE:

Lead and coordinate and activities of local community club, recruit members and volunteers for community club, and organize club activities and events

SPECIFIC RESPONSIBILITIES:

- Work with 4-H agent to coordinate meetings/activities
- Conduct monthly meetings
- Provide leadership to club members and volunteers
- Set up meeting site and times
- Assist in planning activities
- Encourage youth participation and parental involvement
- Be aware of 4-H projects, help members select projects, direct members to help with projects if needed
- Identify community service activities to be involved in
- Provide information and dates of other programs to club members
- Encourage youth to take active roles in their community

QUALIFICATIONS:

- Must complete the volunteer application and screening processes and be accepted as a volunteer by Youth Protection/Risk Management Committee
- Provide own transportation to meeting and activities
- Self starter; be able to work with minimal supervision from professional staff
- Interpersonal communication skills
- A sincere interest in working with extension, volunteer, and parent
- Organizational skills; ability to organize information and materials in a timely manner
- Able to communicate clearly with Extension staff, volunteers, club members, and parents
- Ability to organize information and delegate responsibility

- Independent thinking, requires minimum supervision
- Interest in working with youth and sharing skills with them

BENEFITS:

- The opportunity to work with youth and/or adults providing positive support and growth experience
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunities to share your skills, talents and interests
- Orientation provide by extension staff
- Research shows that volunteering promotes improved health
- Opportunity to make the difference in the life of a child.
- Opportunity to work with youth and see them develop into adulthood
- Improve your leadership, communication, organizational skills
- Professional available to consult on 4-H, youth development issues for conflict resolution
- Strengthen your local community

SALARY:

Unsalaries; volunteer. This position does not imply employment with the University of Kentucky

MENTOR / SUPERVISING PROFESSIONAL:

Name:
 Title:
 Address:
 City, State, Zip:
 Phone:
 Fax:
 E-mail:

“I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.”

Signature of Volunteer Date

Signature of Extension Professional Date

**Cooperative
 Extension Service**

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MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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