

VOLUNTEER POSITION DESCRIPTION

Kentucky 4-H Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky

POSITION TITLE:

4-H School Club Leader

TIME REQUIRED:

Once per month for an entire year

LOCATION:

Cooperative Extension Service office or other meeting place

GENERAL PURPOSE:

- Serve as a liaison between the county Extension office, local 4-H professional, the school, teachers and administrators, 4-H members, their parents and other volunteers regarding 4-H school club programs
- Support 4-H professionals, school administration and faculty, volunteers and members in conducting meaningful educational experiences to help youths grow and reach their fullest potential
- Inform and encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities

SPECIFIC RESPONSIBILITIES:

- Be committed to young people and their growth in all areas
- Advise 4-H club members regarding their contributions to and participation in club activities
- Be dedicated to young people and sensitive to their abilities and needs
- Encourage 4-H members' and parents' interest and participation
- Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Follow all 4-H guidelines and policies of the University of Kentucky CES, the Kentucky 4-H program and the county 4-H program
- Read 4-H newsletters and literature from the county Extension office and keep members, school administration and faculty, parents and other volunteers informed
- Participate in one or more volunteer development opportunities each year
- Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work
- Teach or direct members and their parents to project resources
- Inform members and parents of project evaluation requirements and dates
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve
- Praise members for the progress they make

QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved by the Client Protection Committee
- Must provide own transportation to club meetings, activities and instructional meetings
- The ability to provide information and motivate youth while nurturing positive self esteem, decision making, responsibility and leadership in the youth

- A sincere interest in sharing knowledge and experiences and skills with youth and adults in an informal educational setting
- The ability to organize information and materials and delegate responsibility
- The ability to work and communicate effectively in verbal and/or written forms
- The ability to work with minimum supervision from professional staff
- A sincere interest in working with other volunteers and professional staff in an educational setting
- A willingness to become familiar with and work with the philosophy and guidelines of the University of Kentucky CES, Kentucky 4-H program and county 4-H program
- May attend state Volunteer Forum every other year

BENEFITS:

- The opportunity to work with youth and provide positive support and growth experiences
- To develop lifelong friendships with youth, parents and other volunteers
- To develop communication and leadership skills
- To learn organizational and time management skills
- Skills gained to expand career growth and potential
- Gain respect for community needs and civic responsibilities
- Provide scholarship to state Volunteer Forum
- Provide educational training opportunities that will help the volunteer meet the needs of members, advisors and parents
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- Have professionals available to consult with leaders on a one to one basis
- Provide opportunities for professionals to listen to leaders’ ideas to help improve the 4-H program
- Provide appropriate recognition and awards to leaders

SALARY:

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

MENTOR/SUPERVISING PROFESSIONAL

County Extension Agent for 4-H Youth Development

Name:

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**

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
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MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Lexington, KY 40506



Disabilities
accommodated
with prior notification.