

VOLUNTEER POSITION DESCRIPTION:

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

POSITION TITLE:

Assessment Coordinator

TIME REQUIRED:

3 month appointment; 4 hours training; 6 hours team meetings; 2-3 hours per survey site for preparing site, conducting survey, and tabulating results.

LOCATION:

Menifee County Cooperative Extension Service; Survey sites: Frenchburg, Means, Wellington, Denniston.

GENERAL PURPOSE:

Administer a prepared survey in four different areas within the county to identify programs that residents feel are needed in the county; serve as team captain for leaders who will assist in need assessment survey; serve as liaison between the team, CES office, and 4-H/Youth Development Council; encourage both adults and youth to participate in the survey.

SPECIFIC RESPONSIBILITIES:

- Keep CES office and team members informed of all plans
- Meet with team to plan specifics
- Secure and confirm survey sites
- Coordinate team efforts to set up meeting site (chairs, refreshments, etc.)
- Obtain survey materials from CES office
- Work with team so all can facilitate discussions at sites
- Ensure that all participants have opportunity to share their ideas
- Encourage participation
- Tabulate survey results and share with CES staff, team, and 4-H /YD Council
- Help share/publicize results with community and stakeholders

QUALIFICATIONS:

- Must undergo the Kentucky 4-H volunteer application and screening and be accepted as a volunteer
- Be responsible for own transportation
- The ability to delegate tasks to team members
- Sincere interest in identifying needs in the county
- Ability to communicate with other people

BENEFITS:

- Opportunity to improve the existing program
- Opportunity to help county identify needs

SALARY:

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

MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent

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
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
Lexington, KY 40506



Disabilities
accommodated
with prior notification.