

## **VOLUNTEER POSITION DESCRIPTION**

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

### **POSITION TITLE:**

4-H Cooking Club Leader

### **TIME REQUIRED:**

Four times from February through May

### **LOCATION:**

Extension office, school, home, community building

### **GENERAL PURPOSE:**

To serve as a liaison between the county Extension office, local 4-H professional and 4-H members, their parents and other volunteers regarding 4-H club programs. The leader will support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential. To inform and encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities.

### **SPECIFIC RESPONSIBILITIES:**

- Teach 4-H members how to cook according to 4-H project guidelines
- 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
- Recruit new members
- Attend all or make arrangements for the club meetings and activities
- Read 4-H newsletters and literature from the county Extension office and keep members, 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 Youth Protection/Risk Management 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 motivate parents and other volunteers to assume leadership positions
- 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
- Must attend state Volunteer Forum each 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
- Educational training opportunities that will help the volunteer meet the needs of members, advisors and parents
- Access to resource information such as manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- Consultation with extension professionals
- Recognition

**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:  
 Email:

*"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  
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**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.