

## **VOLUNTEER POSITION DESCRIPTION:**

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

## **POSITION TITLE:**

Council Holiday Party Coordinator

## **TIME REQUIRED / DURATION OF APPOINTMENT:**

3 hours (2 – 1.5 hour planning sessions) – 2 months prior to the event  
Approximately 3 hours day of the event  
Miscellaneous management time

## **LOCATION:**

Cooperative Extension Service office or other community locations for the committee meetings and/or holiday party

## **GENERAL PURPOSE:**

Will oversee planning and implementation of county holiday party

## **SPECIFIC RESPONSIBILITIES:**

- Event Coordinator
- Coordinate event personnel
- Recruit committee members
- Provide meeting notification
- Plan meeting(s)
- Work with committee to establish a location for holiday party, favors, holiday games, and find cater.

## **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
- Ability to organize events
- Ability to work effectively with people
- Ability to organize information and delegate responsibility

## 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.
- Extension Staff Support for advertising for the Holiday party, creating the programs, purchasing council members' gifts for the party, and any other items that needs to be complete for the party
- Use office supplies and materials
- Extension Professional will be available for consultation

## 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."*

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Signature of Volunteer

Date

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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.