

VOLUNTEER POSITION DESCRIPTION:

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

POSITION TITLE:

County 4-H Financial Manger

TIME REQUIRED:

5 hours per week (approximate) for 2 years beginning September 1 - August 31

LOCATION:

County Extension office, local bank, and/or investment firm

GENERAL PURPOSE:

- Secure funds from fund-raising coordinator
- Serve as liaison between county Extension office, investment firm and fundraising coordinator
- Serve as ex-officio member of county 4-H council
- Meet with 4-H agents to determine financial goals and future needs of the 4-H program

SPECIFIC RESPONSIBILITIES:

- Manage funds for county 4-H council
- Provide insight into potential investments
- Conduct financial transactions for 4-H council
- Oversee general well-being of 4-H finances
- Maintain accurate financial records and report standings at council meetings

QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- Possess knowledge and understanding of financial management, investment banking, or financial planning
- Previous experience as financial manager
Ability to work and communicate in verbal and written form
- Acceptance to being bonded
- Prior knowledge of Kentucky 4-H program, its philosophy and guidelines
- Prefer certified financial manager

BENEFITS:

- Bonding premium provided by county 4-H council
- 4-H professional available to consult on a one on one basis
- Opportunity to provide education programs for youth
- Recognition and Awards will be provided

SALARY:

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

MENTOR/SUPERVISING PROFESSIONAL

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
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Disabilities
accommodated
with prior notification.