

## **VOLUNTEER POSITION DESCRIPTION**

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

### **POSITION TITLE:**

County Public School Liaison

### **TIME REQUIRED:**

- 1.5 hours per week
- August through May
- 45 minutes planning and preparation

### **LOCATION:**

County 4-H office; volunteers home, School Board and schools in the county.

### **GENERAL PURPOSE:**

To serve as a liaison between schools in the county and the county 4-H program. To support 4-H professionals, volunteers and members in conducting meaningful educational clubs, experiences, and programs in county public schools

### **SPECIFIC RESPONSIBILITIES:**

- Serve as a primary communication link between the 4-H office and county public schools
- Attend 4-H meetings when needed
- Coordinating enrollment for teachers to participate in Extension sponsored in-service educational experiences
- Becoming knowledgeable of county public schools policies and communicating and coordinating 4-H's compliance
- Developing and promoting activities and programs within the county public schools

### **QUALIFICATIONS:**

- Must complete Kentucky 4-H Volunteer Application and screening process and be approved by the Youth Protection/Risk Management Committee
- Must provide own transportation to meetings and activities
- The ability to work with minimal supervision from professional staff
- Effective communication skills
- A sincere interest in working with extension staff, volunteers, parents and youth
- Organizational skills: Ability to organize information and materials in a timely manner
- College degree and minimum of 3 years employment experience with county public schools
- Committed to educational missions of county public schools and 4-H
- A willingness to become familiar with the philosophy and guidelines of 4-H and the county schools
- A willingness to become familiar and work with the philosophy, guidelines and rules of the University of Kentucky CES, Kentucky 4-H Youth Development Program and the county 4-H program

## BENEFITS

- The opportunity to work with youth and/or adults providing support and growth experiences
- Receive intrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunity to share your skills, talents and interests
- Orientation provided by Extension staff
- Research shows that volunteering promotes improved health

## 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.