

## **VOLUNTEER POSITION DESCRIPTION**

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

## **POSITION TITLE:**

4-H Honors Program Coordinator

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

- One-two hours per month
- September 1- August 31

## **LOCATION:**

Extension office, home

## **GENERAL PURPOSE:**

To promote the 4-H Honors program, bronze, silver and gold, to youth. To educate youth about the Honors Program by setting up workshop sessions. To coordinate reviewing of honor applications for completeness and signature requirements.

## **SPECIFIC RESPONSIBILITIES:**

- Promote 4-H Honors program in 4-H newsletters, to club leaders, and 4-H members
- Set workshop date and hold workshop
- Set date for honors application deadline (Sept 1- October 1)
- Recruit 2-3 council members to review honors applications
- Give all paperwork to 4-H agent

## **QUALIFICATIONS:**

- Must complete the Kentucky 4-H Volunteer Application processes and be approved by the Youth Protection/Risk Management Committee
- Provide own transportation to meetings and activities
- Self-starter: must be able to work with minimal supervision from professional staff
- Effective communication skills
- A sincere interest in working with Extension staff, volunteers, parents and youth

## BENEFITS:

- The opportunity to work with youth and or adults providing positive support and growth experiences
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunity to share your skills, talents and interests
- Orientation provided by Extension staff
- Organizational skills; ability to organize information and materials in a timely matter
- The opportunity to make a difference in the life of a child
- Increased self worth by giving back to the community
- Research shows that volunteering promotes better 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:

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."*

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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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Disabilities  
accommodated  
with prior notification.