

VOLUNTEER POSITION DESCRIPTION:

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

POSITION TITLE:

Volunteer Resource Coordinator

TIME REQUIRED:

One year; renewable

LOCATION:

Volunteer service: At home, office or as arranged
Supervision: County Extension Office

GENERAL PURPOSE:

Lead the county 4-H Council in identifying resources, both financial and otherwise, that can be utilized in improving the educational opportunities available to both adult and teen volunteers and youth

SPECIFIC RESPONSIBILITIES:

- Be committed to the 4-H program
- Audits growth in a variety of areas
- Be aware of current opportunities available to volunteers and members
- Become aware of the needs of volunteers and members for additional educational opportunities

QUALIFICATIONS:

- Must complete the Kentucky 4-H Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- Must own computer and have skills to use it
- Ten hours per week for time commitment
- Must have access to telephone and transportation
- Ability to communicate both in writing and verbally with volunteers
- Ability to communicate both in writing and verbally with business people and other sources of funding
- Knowledge of grantsmanship
- Knowledge of which corporations/foundations provide funding for certain activities
- Contacts with businesses, corporations, foundations

BENEFITS:

- The opportunity to see volunteers and members grow via increased educational opportunities
- Increased respect for volunteer and member community contributions
- Increased respect for community needs
- Opportunity to share success at Kentucky Volunteer Forum by teaching workshop
- Chance to develop friendships with members and other volunteers

SALARY:

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

MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent

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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