

# 4-H “AGRICULTURE & YOU” DAY COORDINATOR

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## **VOLUNTEER POSITION DESCRIPTION**

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

## **POSITION TITLE:**

4-H “Agriculture & You” Coordinator

## **TIME REQUIRED:**

Four (4) planning session meetings (90 minutes each) prior to the event  
Participation on day of event  
One (1) post event follow-up/evaluation session

## **LOCATION:**

County Fairgrounds  
Committee meetings held at County Cooperative Extension Office

## **GENERAL PURPOSE:**

The 4-H Camp Coordinator serves as a liaison between the Clark County Extension office, local 4-H professional and 4-H members, their parents, agricultural community and other volunteers regarding the 4-H “Agriculture & You” program. Volunteer coordinators support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential. Volunteer coordinators inform and encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities.

## **SPECIFIC RESPONSIBILITIES:**

- Be committed to teaching and developing young people and their growth in all areas
- Be dedicated to young people and sensitive to their abilities and needs
- Promote the 4-H “Agriculture & You” Day program
- Prepare and conduct, meetings and activities with input from agent, members, teens and adult volunteers utilizing the Kentucky 4-H approved curriculums
- Recruit volunteers for program committee
- Work with and delegate responsibilities to committee members
- Attend all or make arrangements for volunteer orientation
- Advise 4-H members regarding their contributions to and participation in other 4-H activities
- Welcome parents’ ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Follow all 4-H guidelines and policies of the University of Kentucky CES, the Kentucky 4-H program and the county 4-H program
- Read 4-H newsletters and literature from the county Extension office and keep members, parents and other volunteers informed
- Participate in one or more volunteer development opportunities each year
- Continually provide feedback to members, praise members for the progress they make

## **QUALIFICATIONS:**

- Must complete the Kentucky 4-H Volunteer Application processes and be accepted as a volunteer by the Youth Protection/Risk Management Committee
- Sincere interest in the camp program and attended camp at least one year

- Provide own transportation to meetings and activities
- Experience and knowledge of the agricultural community
- Self starter; be able to work with minimal supervision from professional staff
- Interpersonal 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
- Ability to organize events, information and delegate responsibility
- Ability to work effectively with people
- Ability to identify, target, recruit, orient, motivate and educate volunteers

**BENEFITS:**

- The opportunity to work with youth and provide positive support and growth experiences
- To develop lifelong friendships with youth, parents and other volunteers
- To develop communication and leadership skills
- To learn organizational and time management skills
- Skills gained to expand career growth and potential
- Provide educational training opportunities that will help the volunteer meet the needs of members, advisors and parents; scholarship to state leadership forum
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- Have professionals available to consult with leaders on a one to one basis
- Provide appropriate recognition and awards to leaders

**SALARY:**

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

**MENTOR/SUPERVISING PROFESSIONAL:**

Name of mentor/supervisor  
 Address  
 City, State and 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

