

VOLUNTEER POSITION DESCRIPTION:

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

POSITION TITLE:

4-H Club Organizational Leader

TIME REQUIRED / DURATION OF APPOINTMENT

- September 1st – August 30th
- One 4-H program year
- Monthly one hour meetings; preparation and recruitment time

LOCATION:

Extension office or other meeting places as needed or arranged: Home, church, school, community center, etc.

GENERAL PURPOSE:

Serve as a liaison between the county Extension office, local 4-H professional, 4-H members, their parents, and other volunteers. Support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential. To develop members, parents and other volunteers by informing them of and encouraging them to actively participate in appropriate 4-H activities and opportunities.

SPECIFIC RESPONSIBILITIES:

- Be devoted to youth and their development in all areas
- Serve as the primary communication link between the county Extension office, county Extension 4-H professional and the club
- Secure club organization materials from the county Extension office
- Complete enrollment forms and other registration forms as requested by the county Extension office
- Provide the county Extension office with a copy of the current club constitution and club programs
- Ensure adequate supervision at all club functions
- Involve members in developing club programs, including project work, community service, social events and participation in county, area, and state events
- Assist officers in learning their responsibilities; preparing for meetings, basic parliamentary procedures, developing committees and planning and conducting meetings
- Publicize and promote activities in which the club is actively engaged
- Maintain appropriate communications with, and coordinate the contributions of other club volunteers
- Be dedicated to developing youth by recognizing their abilities and needs
- Encourage 4-H members' and parents' interests and participation
- 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 Cooperative Extension service, The Kentucky 4-H Program, and the area and county 4-H programs
- Recruit new members
- Attend all (or most) of the club meetings and activities
- 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

- Be aware of 4-H projects available, help members select projects and encourage parents to support their child’s project work
- Inform members and parents of project education and evaluation requirements and dates
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve
- Praise members for the progress they make

QUALIFICATIONS:

- Must complete the Kentucky 4-H volunteer application and screening process and be accepted by the Youth Protection Committee.
- Must provide own transportation to meetings and activities.
- Self starter; 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.
- Organizational skills; ability to organize information and materials in a timely manner.
- The ability to organize information and materials and to delegate responsibilities to others

BENEFITS:

- The opportunity to work with youth and/or adults providing positive support and growth experience.
- Receive intrinsic and extrinsic rewards at volunteer recognition events.
- Volunteer development opportunities.
- Opportunity to share your skills, talents, and interest.
- Orientation provided by extension staff.
- Research shows that volunteering promotes improved health.
- The opportunity to make a difference in the life of the child.

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.”

Signature of Volunteer Date

Signature of Extension Professional Date

