

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:

Chairman for Recognition Committee

TIME REQUIRED / DURATION OF APPOINTMENT:

- 1 hour committee meetings on the months that the 4-H Council doesn't meet
- Approximately 2 hours for each event for preparation time
- Miscellaneous management time

LOCATION:

- Committee meetings can be held at the local extension office or other location
- Recognition Events and judging for county awards can be held at the extension office or other community location

GENERAL PURPOSE:

Will oversee planning and implementation of Youth and Adult recognition, Leader Awards, 4-H Week, Holiday Party, Judging Honors, Jr. Record Books, and Club Awards. Work with committee members to ensure that judges and/or locations have been secured for all events.

SPECIFIC RESPONSIBILITIES:

- Coordinate event personnel
- Recruit committee members
- Provide meeting notification
- Plan meeting notification
- Collaborate with committee to identify perspective judges.
- Report to 4-H agent that judges and/or location have been confirmed
- Present an oral report at each council meeting and provide the secretary with a written report
- Organize the Recognition Chairman book to pass on to the next chairman

QUALIFICATIONS:

- Must complete the volunteer application and screening processes and be accepted as a volunteer by Youth Protection/Risk Management Committee
- Provide own transportation to meeting and activities
- Self starter; be able to work with minimal supervision from professional staff
- Interpersonal communication skills
- A sincere interest in working with extension, volunteer, and parent
- Organizational skills; ability to organize information and materials in a timely manner
- Ability to organize events
- Ability to work effectively with people
- Ability to identify, target, recruit and orient volunteers
- Ability to organize information and delegate responsibility
- Ability to motivate and educate volunteers

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
- Opportunities to share your skills, talents and interests
- Orientation provide by extension staff
- Research shows that volunteering promotes improved health
- Opportunity to make the difference in the life of a child.
- Extension Staff Support for advertising for the different events, creating the programs, purchasing participants and judges’ gifts for the events, and any other items that needs to be complete for the event
- Use office supplies and materials
- Extension Professional will be available for consultation

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.”

Signature of Volunteer Date

Signature of Extension Professional Date

Cooperative Extension Service

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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.