

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:

4-H Cross Stitch Project Leader

TIME REQUIRED:

- 1 hour a week for six (6) weeks
- September-August
- 1 hour planning and preparation time

LOCATION:

County Extension office

GENERAL PURPOSE:

Teach specific skills to 4-H members as outlined in the 4-H cross stitch project material. Advise members & parents about opportunities to showcase their completed projects (such as County Fair exhibits, etc.) including dates, locations and requirements.

SPECIFIC RESPONSIBILITIES:

- Be committed to young people and their development in all areas
- Be aware of cross stitch projects available and help individual members select appropriate projects
- Plan a program of cross stitch activities, including meeting dates, times, and locations
- Demonstrate proper cross stitch techniques to all members
- Plan a one hour educational cross stitch program each week.
- Assist members with selection of appropriate thread, cloth and supplies
- Make sure members are progressing with their cross stitch project
- Advise the 4-H professional regarding members project completion or progress
- Advise members of opportunities to showcase their completed clothing projects including dates, locations, and requirements
- Encourage parent's participation and support of 4-H meetings and activities
- Participate in one or more volunteer development opportunities throughout the year
- Continually provide positive feedback to members

QUALIFICATIONS:

- Must complete the Kentucky 4-H Volunteer Application and screening process and Complete the Livestock Volunteer certification
- Provide own transportation to meetings and activities
- Effective communication skills
- Ability to work with minimal supervision from professional staff
- A sincere interest in working with extension staff, volunteers, parents and youth
- Organization skills: ability to organize information and materials in a timely manner
- Ability to educate youth while nurturing positive self esteem, decision making, responsibility and leadership in youth

- A willingness to become familiar and work with the philosophy, guidelines and rules of the University of Kentucky CES, Kentucky 4-H Youth Development Program and the county 4-H program
- Knowledge of basic cross stitch techniques
- Ability to work with minimal supervision from professional staff
- Ability to educate and motivate youth while nurturing positive self-esteem, decision making, responsibility and leadership in youth

BENEFITS:

- The opportunity to work with youth and/or adults providing support and growth experiences
- Receive intrinsic rewards at volunteer recognition events
- Volunteer development opportunity
- Opportunity to share your skills, talents and interests
- Orientation provided by Extension staff
- Research shows that volunteering promotes improved health
- Appropriate manuals, pamphlets, audio visual aids, newsletters and other resource material will be provided
- Professionals will be available to consult with volunteers on a one to one basis
- Recognition and awards will be given to volunteers

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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Disabilities accommodated with prior notification.