

## **VOLUNTEER POSITION DESCRIPTION:**

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

## **POSITION TITLE:**

4-H Grant Writing Coordinator

## **TIME REQUIRED / DURATION OF APPOINTMENT**

- Ten to twelve hours per month
- One 4-H program year
- Research, three hours per month; writing, three hours per month; committee work, three hours per month.

## **LOCATION:**

Extension office or other meeting places as needed or arranged. Will vary depending upon grant proposal.

## **GENERAL PURPOSE:**

Give leadership to the Grant Writing Committee by serving as a liaison between the County Extension Office, 4-H professionals, 4-H members and 4-H Council; write and receive grants that support the county 4-H program.

## **SPECIFIC RESPONSIBILITIES:**

- Research grant sources
- Research community needs
- Recruit a volunteer committee to assist in writing a grant
- Call committee meeting and coordinate with 4-H agent and other necessary volunteers
- Inform 4-H Council about grant process / progress

## **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.
- Must have good verbal and written communication skills
- The ability to organize, prioritize and delegate responsibility
- General knowledge of the internet

## SALARY:

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

## 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.

## MENTOR / SUPERVISION 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."*

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Signature of Volunteer

Date

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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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University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.

Lexington, KY 40506



Disabilities  
accommodated  
with prior notification.