

**VOLUNTEER POSITION DESCRIPTION:**

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

**POSITION TITLE:**

Junior Master Gardener Leader (JMG)

**TIME REQUIRED / DURATION OF APPOINTMENT**

- Program expected to start in February and ending in May.
- Leader(s) will conduct a total of 10 – 12 meeting lasting 90 minutes (1 ½ hours).
- Meeting responsibilities will be divided between volunteer(s), county agent(s), special presenters, and 4-H program assistants.
- Approximately one hour of preparation is needed before each meeting.

**LOCATION:**

Extension office or other meeting places as needed or arranged.

**GENERAL PURPOSE:**

Lead and coordinate activities associated with the Junior Master Gardener Program. The JMG program is a new and innovative 4-H youth gardening project. It is designed for children in grades 3 to 5. The program is committed to helping young people become good gardeners and good citizens so they can make a positive contribution to their community, school, and family.

**SPECIFIC RESPONSIBILITIES:**

- Work with 4-H Agent to coordinate meetings/activities.
- Conduct scheduled meetings.
- Provide leadership to program members.
- Assist in planning activities.
- JMG requires that each student completes one individual and one group activity from each section/teaching concept in each chapter (there are 10 total chapters)
- Assist with community service activities as designed and outlined in the leaders book.
- Complete paperwork needed by 4-H agent in a timely manner (leader(s) will be given needed paperwork). Paperwork includes but not limited to the following:
  - MarTech Group Enrollment Forms
  - Project Book Enrollment Form
- Work with County Extension Staff and assist in the evaluation process.
- Completion of student competency and program response worksheet.

**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 an interest in teaching youth "hands-on" learning experiences that promote a love of gardening, develop an appreciation for the environment, and cultivate the mind.
- Interest in working with youth and sharing skills with them.
- Must be dedicated and committed to young people and sensitive to their ability needs.

**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. (only use if position is in direct contact with youth).
- Work with youth and see them develop into well knowledgeable, well-rounded citizens.
- Improve your communication, organizational and leadership skills.
- Opportunity to share your skills and talents with others.
- Receive recognition at volunteer recognition programs.

**SALARY:**

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

**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  
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**MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT**

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