



## Volunteer Position Description

*Kentucky Master Volunteer in Clothing Construction Program*

The University of Kentucky Cooperative Extension Service

### POSITION TITLE:

*Certified Master Clothing Volunteer*

### TIME REQUIRED:

- 3 ½ days for statewide basic training – 2 years in a row
- 2-year commitment to complete teaching tools
- 100 Volunteer Commitment Hours (accrued every 2 years)

### LOCATION:

Local County, Area, and/or Regional District

### GENERAL PURPOSE:

The Kentucky Master Clothing Volunteer Program is an effort that the Cooperative Extension Service implemented to provide educational opportunities in sewing. Started in 1990, it supports qualified volunteers by giving them standardized teaching tools and curricula related to sewing and needlework. The Certified Master Clothing Volunteer serves as a teacher or teacher-helper and resource person for sewing and sewing-related concepts. Certified Master Clothing Volunteers help their County or Area Extension Agents present programming related to sewing and needlework.

### SPECIFIC RESPONSIBILITIES:

- Volunteer under the guidance of the County or Area Agents to plan and present lessons to youths and/or adults using teaching methods and techniques that are best for the subject matter and the learner.
- Prepare instructional materials when needed (includes mandatory completion of two 2-piece outfits – one from woven fabric, one from knit fabric – to be used as teaching visuals, and the completion of a teaching kit with approximately 100 construction samples).
- Prepare the workspace, class area, and/or working or teaching environment when needed.
- Provide information to clients who need specific help with sewing-related questions.
- Maintain progress and activity records.
- Keep a written record of the time spent volunteering and on continuing education that includes a description of the activity; submit this record to the Master Clothing Volunteer Area Contact Agent once a year or upon request.
- Serve as a leader or judge for 4-H youths and/or adult sewing-related activities
- Recognize personal limitations; know when to refer questions or problems to the Extension professional and/or other professionals in the county.

### QUALIFICATIONS:

Candidates for the Master Clothing Volunteer Program are selected and screened based on their potential success in the program. Applicants must:

- complete the volunteer application and screening process and be accepted as a volunteer,
- provide or arrange their own transportation to trainings, meetings, and activities,
- be willing to work with and under the direction and supervision of the Extension professional,
- be able to communicate effectively and work well with Extension staff, other volunteers, and clients (youths and adults) in an educational setting,
- have basic sewing experience and clothing construction knowledge,
- be able to commit to the Master Clothing Volunteer Program for a period of 24 months or until the completion of the Volunteer Commitment Hours,
- be eager to learn new techniques and use new and different equipment,
- show enthusiasm and be interested in teaching community members new skills,
- have patience, and be willing to motivate youth and adults,

- have basic organizational skills and basic time-management skills,
- be prepared to use personal sewing equipment during training and while fulfilling volunteer responsibilities when necessary, and
- follow the guidelines and **Code of Conduct** established for the Program (see Master Clothing Volunteer Program Code of Conduct for details)

**BENEFITS:**

Volunteers accepted into the Master Clothing Volunteer Program can expect to:

- become a valuable member of a working team that provides an educational service to the community,
- gain leadership experience and develop teaching skills,
- build self-esteem with increased confidence in public speaking and working before audiences,
- achieve personal satisfaction by helping others learn and through opportunities of social interaction with professionals, other volunteers, and individuals,
- acquire additional knowledge about fabrics, patterns, equipment, and techniques
- develop skills in fitting and constructing garments,
- be informed of personal income tax deductions associated with Master Clothing Volunteer services, and
- engage and network with people and other volunteers across the Commonwealth who enjoy and practice the art of sewing.

**SALARY:**

Unsalared; volunteer.

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

**SUPERVISOR:**

The trained volunteer works under the direction and supervision of one or more County Extension Agent(s) and/or the Master Clothing Volunteer Program (MCVP) Area Contact Agent

Supervisor 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.”*

**SIGNATURES:**

\_\_\_\_\_  
 Signature of Volunteer Date

\_\_\_\_\_  
 Signature of Supervisor Date

